



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll Chartered Financial Forecasting, Budgeting and Modeling Professional (CFBM™) program to further enhance my financial forecasting, financial budgeting and financial modeling skills and I would like to gain your approval to attend this program. By attending this accredited program, it will strengthen my overall ability to develop, run and review financial forecasts, budgets and models which can help to improve our organization's financial forecasting, budgeting and strategic business planning and decisions.

Led by Duncan Williamson, an award winning author and financial thought leader, this program will also help me to master the mathematical, statistical and graphical tools that can translate organization's financial raw data into useful financial forecasting statements. Additionally, the program will cover budgeting techniques and advanced financial modeling skills that can help the organization in creating reliable budgets, models and forecasts. Some of the key skills this program will bring include:

- Financial Forecasting, Budgeting and Planning
- Advanced Financial Modeling
- Financial Statements Review
- Budgeting and Costing
- Financial & Business Analysis
- Excel Macros and VBA
- Strategic Financing Planning

I believe these skillsets will prove to be invaluable to me and you can be assured that after attending this online program, I will be able to contribute even further to our organization's strategic financial planning process. In addition, this program will allow me to earn the Chartered Financial Forecasting, Budgeting and Modeling Professional (CFBM™) designation which I believe will significantly enhance our performance and team credibility.

I look forward to gaining your approval to attend this online program.

Sincerely,
You Name