



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

Date

Dear {Manager},

I would like to enroll the Certified International Negotiator (CIN™) program to further enhance my negotiation skills and I would like to gain your approval to attend this program. By attending this accredited program, it will strengthen my overall knowledge in effective negotiation techniques as well as the strategies to help our organization to win and close business transactions with proven negotiation strategies.

Led by Enda Young, a negotiation expert who lectures negotiation program at University of Oxford and Queen's University Belfast, this program will also help me to master the necessary skills, knowledge, and competency to initiate a constructive negotiation that could help the organization to generate revenue eventually. The program will cover proven best practices in successful negotiation process that will equip me with applicable negotiation strategies that apply in practice. Some of the key skills this program will bring include:

- Negotiation Skills
- Persuasion Skills
- Best Alternative To A Negotiated Agreement (BATNA)
- Zone of Possible Agreement (ZOPA)
- Effective Listening Tools
- Distributive Negotiation
- Integrative Negotiation

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 negotiation particularly in winning business transactions. In addition, this program will allow me to earn the Certified International Negotiator (CIN™) 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,  
Your Name