



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

Date

Dear {Manager},

I would like to enroll the Certified Data Analytics Manager Using Excel (CDAME™) program to further enhance my data analytic 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 applying effective data analysis techniques with complex Excel functions to help our organization to make strategic business decisions.

Led by Duncan Williamson, award winning author with immaculate track record in spreadsheet modelling and financial accounting, this program will also help me to master the necessary skills, knowledge, and competency to convert unstructured raw data into useful business insight that could help the organization in better decision making and mitigate risks. The program will cover applicable best practices from organizations that have successfully leveraged data analysis tools with Excel in optimizing their business operations. Some of the key skills this program will bring include:

- Data Analytics
- Business Intelligence
- Advance Excel Functions
- Data Visualization
- Data Exploration
- Data Mining
- Predictive and Text Analytics

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 data analysis strategy particularly by leveraging advanced Excel functions. In addition, this program will allow me to earn the Certified Data Analytics Manager Using Excel (CDAME™) 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