



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

Date

Dear {Manager},

I would like to enroll in the Certified UK GAAP and IFRS Financial Reporting Specialist (CIFRS™) program to elevate my expertise in financial reporting and compliance, and I would like to gain your approval to attend this program. By attending this program, I will acquire advanced competencies in navigating the complexities of UK GAAP and IFRS standards, including revenue recognition, lease accounting, financial instruments, and group accounts, critical to ensuring accurate and compliant financial reporting within our organization. This program will equip me with the knowledge and tools to lead high-quality financial reporting, ensure regulatory compliance, and make informed accounting decisions that enhance transparency, accuracy, and stakeholder trust.

Led by Haris Chaudhri, a leading authority in UK GAAP and IFRS financial reporting, this program will provide me with comprehensive exploration of financial reporting frameworks, including the latest topics such as crypto-assets and AI-driven reporting. I will gain practical tools to decode complex disclosures, design framework-aligned accounting policies, simulate financial impact, and lead technical discussions with auditors, boards, and regulators. By attending the program, it will enable me to strengthen reporting accuracy, benchmark industry practices, and support our organization's ability to navigate evolving reporting requirements with confidence and precision. Some of the key skills this program will bring include:

- Financial Reporting Expertise
- IFRS and UK GAAP Knowledge
- Financial Statement Analysis
- Disclosure Strategies
- Financial Instrument Classification
- Lease Accounting
- Group Accounts and Consolidation

I believe these skillsets will prove to me 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 financial reporting framework, particularly in aligning with the relevant UK GAAP and IFRS standards. I strongly believe that the key skills that I will gain from this program will also significantly enhance our performance and team credibility.

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

Sincerely,
Your Name