



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

Date

Dear {Manager},

I would like to seek your approval to enroll in the Australia Import Export Control, Sanctions Regulations & Trade Compliance program to further strengthen my expertise in Australian trade regulation, customs compliance, and cross-border risk management. I will build practical capability in Australian FTAs, Rules of Origin, and tariff classification. I will also strengthen my knowledge of customs valuation, duty concessions, and customs compliance. These skills will help me identify legitimate duty-saving opportunities, reduce avoidable customs exposure, and make more defensible trade decisions.

Led by William Cole, an international trade and customs specialist with more than 40 years of experience, the program combines deep regulatory expertise with practical commercial application. I will strengthen my capability in DSGE export controls, Australian sanctions, and counterparty due diligence. This will help me identify higher-risk transactions earlier and apply appropriate safeguards. I will also build stronger knowledge of trade governance, internal controls, and supply-chain risk. These capabilities will enable me to improve compliance oversight and protect critical cross-border transactions. Some of the key skills this program will include are:

- Australian Trade Regulatory Compliance
- FTA & Rules of Origin Application
- Tariff Classification & Customs Valuation
- Customs Clearance & ABF Compliance
- DSGE & Export Control Compliance
- Sanctions Screening & Due Diligence
- Trade Governance & Internal Controls

The knowledge gained from this program will deliver direct value to both my role and the organization. I will be better equipped to identify duty-saving opportunities, strengthen sanctions oversight, and improve export-control compliance. I can also support more accurate customs decisions and reduce avoidable trade disruption. By applying stronger internal controls, I can help reduce regulatory exposure and improve operational resilience. This will support more efficient cross-border operations and better-informed commercial decisions.

I look forward to gaining your approval to attend this virtual training program.

Sincerely,  
Your Name