



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 Financial Reporting & Compliance Manager (CFR™) program to strengthen my expertise in UK financial reporting, IFRS, UK GAAP, and regulatory compliance, and I would like to seek your approval to attend. This program will equip me with practical expertise in UK GAAP, FRS 102, IFRS, the Companies Act 2006, Financial Reporting Council (FRC) requirements, Companies House filings, and His Majesty's Revenue and Customs (HMRC) obligations, enabling me to better support our organization's reporting quality, compliance, and financial integrity.

Led by Jamshed Sial, a highly respected Chartered Accountant and accounting academic, this program is designed to strengthen practical expertise in UK financial reporting, governance, and regulatory compliance. Rather than focusing solely on accounting standards, it develops the ability to apply reporting requirements effectively, improve financial transparency, and support sound business decisions through practical case studies and real-world reporting examples. Some of the key skills this program will bring include:

- UK GAAP & FRS 102 Application
- IFRS & Financial Reporting Standards
- Financial Statement Preparation
- Financial Governance & Internal Controls
- Financial Reporting Council (FRC) Compliance
- Regulatory Reporting & Assurance

I believe these capabilities will directly benefit both my professional development and our organisation. They will enable me to improve reporting accuracy, strengthen financial governance, enhance regulatory compliance, and support informed financial decision-making. I will also be better equipped to identify reporting risks, reinforce internal controls, and ensure our financial reporting practices remain aligned with evolving UK accounting standards and regulatory expectations.

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

Sincerely,  
Your Name