



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

Date

Dear {Manager},

I would like to enroll in the Certified Australian Environmental Impact Assessment Manager (CEIA™) program to further strengthen my expertise in Australia's Environmental Impact Assessment (EIA) framework, environmental approvals processes, and regulatory compliance requirements, and I would like to seek your approval to attend this program. By attending this program, I will enhance my capability to manage environmental approvals, interpret regulatory requirements, and support environmentally sustainable and compliant project delivery across complex operational environments.

Led by Dr. Candan Desem, an experienced Environmental Impact Assessment and sustainability specialist, this program will strengthen my ability to manage Environmental Impact Assessments (EIA), navigate environmental approval processes, and support regulator-ready environmental reporting with greater confidence. The practical expertise gained in environmental risk assessment, compliance management, stakeholder engagement, and mitigation planning will also enhance my ability to support stronger environmental governance, reduce regulatory risks, and contribute to sustainable project delivery across our organization. Some of the key skills this program will bring include:

- Environmental Impact Assessment Lifecycle Management
- Screening, Scoping & ToR Development
- Environmental Baseline Study Design
- Impact Prediction & Statistical Analysis
- Environmental Risk & Cumulative Impact Assessment
- Mitigation Strategy & Alternatives Analysis
- EIS/EES Reporting & Regulatory Submission

I believe these skillsets will be highly valuable, and you can be assured that after attending this program, I will be better equipped to support project planning, environmental risk mitigation, and regulatory compliance within our organization. Upon completing the program and passing the certification exam, I will earn the globally recognised CEIA™ designation, validating my expertise in environmental impact and regulatory management. I am confident this program will further enhance our organization's environmental governance, compliance capabilities, and project assurance standards.

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

Sincerely,
Your Name