



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

Date

Dear {Manager},

I would like to seek your approval to attend the Certified Board and CEO Leadership in Strategic Change Management and Transformation program. This program will strengthen my ability to contribute to strategic transformation through stronger governance, executive decision-making, and enterprise-level change leadership. By attending, I will develop practical frameworks for evaluating transformation priorities, overseeing strategic risks, and translating organizational objectives into measurable initiatives. I will also strengthen my ability to establish clear accountability, assess transformation performance, and support effective board-CEO alignment. These capabilities will help me contribute more effectively to complex strategic initiatives while maintaining organizational resilience during periods of significant change.

Led by Yendor Felgate, an award-winning executive leader, transformation advisor, and former CEO, the program draws on extensive experience advising CEOs, Boards, and Executive Leadership Teams on restructuring, culture transformation, succession, leadership transitions, and complex organizational change. I will be better equipped to evaluate strategic initiatives, strengthen governance and accountability and monitor progress against organizational objectives. The frameworks gained can be applied to improve how transformation initiatives are prioritized, governed, and executed, helping support more disciplined decision-making and sustainable organizational performance. Some of the key skills this program will develop include:

- Board Governance and Strategic Oversight
- Strategic Transformation Leadership
- Enterprise Change Management
- Executive Decision-Making
- Transformation Risk and Resilience
- Digital Transformation Governance
- Board-CEO Collaboration

Upon completion, I will be better equipped to contribute to stronger strategic decision-making, more disciplined transformation oversight, and sustainable organizational performance. I believe the program represents a valuable investment in capabilities that can support both my professional development and the organization's broader strategic objectives.

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

Sincerely,
Your Name