



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

Date

Dear {Manager},

I would like to enroll to the Certified Sarbanes-Oxley Professional (CSOP™) program to further enhance my Sarbanes-Oxley (SOX) compliance skills and I would like to gain your approval to attend this program. By attending this accredited program, I will learn how to build and implement an effective SOX compliant control system that helps our organization by strengthening control structure and efficient financial reporting.

Led by Neelam Sapphire Eagle, a renowned governance, risk, and compliance (GRC) expert, this program will help me to master the necessary SOX and compliance policies, tools, and procedures to drive our organization's finance operations, internal control system and risk management. The program will cover proven best practices and methodologies in implementing robust internal control system based on the COSO framework and thereby making our finance operations legally compliant and safe to the investors. Some of the key skills this program will bring include:

- SOX Policies and Framework
- Sarbanes-Oxley Act
- Compliance Framework
- Audit Process
- Risk Assessment
- Enterprise Risk Management (ERM)
- COSO Framework
- Internal and External Controls
- Internal Control

I believe these skillsets will prove invaluable to me and you can be assured that after attending this online program, I will be able to contribute further to our organization's compliance and risk management strategy particularly in complying with the SOX framework. In addition, this program will allow me to earn the Certified Sarbanes-Oxley Professional (CSOP™) designation which I believe will significantly enhance our performance and team credibility.

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

Sincerely,  
Your Name