



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

Date

Dear {Manager},

I would like to enroll the Drafting Key Commercial Contracts and Reviewing Crucial Terms And Conditions For Non-Lawyers program to further enhance my contract preparation knowledge and I would like to gain your approval to attend this program. By attending this program, it will strengthen my overall knowledge in drafting robust contracts for our organization and review the existing contracts to minimize our organization's legal risk.

Led by Beverley Honig, an award winning lawyer and author of best-selling book "Making Contracts Work, this program will also help me interpret the important elements of a contract and determine specific conditions that is applicable to our business contracts. The program will cover impactful best practices and theories that will improve my knowledge in building and modify the clarity and consistency of key clauses on our organization's contracts. Some of the key skills this program will bring include:

- Contract Law
- Examine Critical Clauses
- Contract Formation
- Review Commercial Contracts
- Contractual Risk Management
- Dispute Resolution
- Contractual Governance

I believe these skillsets will prove to me invaluable to me and you can be assured that after attending this online program, I will be able to contribute even further to our organization's contract management particularly in drafting and review important contract clauses. I strongly believe that the key skills that I will gain from this program will also significantly enhance our performance and team credibility.

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

Sincerely,
Your Name