



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 Environmental Impact Assessment Manager (CEIA™)** program to strengthen my expertise in environmental compliance, impact assessment, and sustainable project management, and I would like to seek your approval to attend this program. By participating in this certified program, I will enhance my ability to manage Environmental Impact Assessments (EIAs) in line with the **Town and Country Planning (EIA) Regulations 2017**, the **Strategic Environmental Assessment (SEA) Directive**, and the **Habitats Regulations Assessment (HRA)** framework—ensuring our projects meet all regulatory and sustainability standards.

Led by Baishakhi Sengupta, an Environmental Sustainability & Governance Expert, this program will equip me with the knowledge and practical tools to conduct comprehensive EIAs, identify and mitigate environmental risks, and prepare robust Environmental Statements. I will also gain valuable insight into recent legislative updates, including Environmental Outcome Reports (EOR), Biodiversity Net Gain (BNG) requirements, and the Levelling-up and Regeneration Act 2023. Some of the key skills I will acquire through this program include:

- EIA, SEA, and HRA Process Management
- Screening and Scoping Methodologies
- Impact Prediction and Mitigation Design
- Environmental Statement (ES) Preparation
- Biodiversity Net Gain (BNG) Integration
- Environmental Outcome Reporting (EOR)
- Stakeholder and Public Consultation
- Climate Change Adaptation and Residual Impact Analysis
- Compliance with SPAs and SACs
- EIA Quality Mark and Audit Frameworks

These skills will be instrumental in improving our organization's environmental compliance, enhancing project approval efficiency, and ensuring sustainable outcomes aligned with national and local planning policies. Additionally, this program will enable me to earn the Certified UK Environmental Impact Assessment Manager (CEIA™) designation, a globally recognized credential that validates expertise in managing complex EIAs and leading environmentally responsible development initiatives.

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

Sincerely,
Your Name