



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

Date

Dear {Manager},

I would like to enroll in the Certified Preventive Maintenance Leader (CPM™) program to further enhance my expertise in preventive maintenance strategy, asset reliability management, and maintenance performance optimization, and I would like to gain your approval to attend this program. By attending this program, it will help me to gain practical skills in planning, implementing, and overseeing structured preventive maintenance programs. I will also learn to apply maintenance planning methodologies, KPI based performance measurement, and risk driven maintenance frameworks to ensure reliable, efficient, and performance focused operations.

Led by Lou Friscoe, a highly recognized authority in operations, maintenance leadership, and asset reliability, this program offers advanced training in preventive maintenance strategy development, maintenance governance, and asset lifecycle optimization. Through practical case studies and proven methodologies, it will help me to develop the capability to lead cost-effective, reliability-focused maintenance programs, strengthen data-driven decision-making, and drive continuous improvement in safety, efficiency, and long-term asset performance. Some of the key skills and knowledge this program will bring include:

- Preventive Maintenance Strategy
- Asset Reliability Management
- Maintenance Governance Frameworks
- Maintenance Planning and Scheduling
- CMMS Utilization
- Maintenance Performance Metric

I believe these skillsets will prove to me invaluable to me and you can be assured that after attending this program, I will be able to contribute further to our organization's preventive maintenance initiatives, asset reliability strategies, and operational excellence objectives. 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