



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

Date

Dear {Manager},

I would like to enroll in the Canada Import Export Control, Sanctions Regulations and Trade Compliance program to further strengthen my expertise in navigating Canada's complex trade control, customs, and sanctions regulatory framework, and I would like to seek your approval to attend this program. By attending this program, it will enhance my understanding of key legislation such as the Export and Import Permits Act (EIPA), Customs Act, and Special Economic Measures Act (SEMA), enabling me to better support our organization's compliance, risk management, and cross-border trade operations.

Led by Anumeet Toor, a highly experienced international trade and customs lawyer, this program will develop my expertise in export classification, tariff classification, customs valuation, sanctions screening, and trade compliance implementation. It will enhance my ability to improve process accuracy, proactively manage compliance risks, and ensure regulatory alignment. I will also strengthen my capability to handle CBSA audits, voluntary disclosures, restricted party due diligence, and CUSMA/USMCA compliance—allowing me to enhance our audit readiness, reduce exposure to penalties, and support more efficient and compliant cross-border operations. Some of the key skills this program will bring include:

- Export Control Classification (ECL)
- Tariff Classification & Customs Valuation
- Sanctions Screening & Compliance (SEMA)
- CBSA Audit & Enforcement Readiness
- CUSMA Rules of Origin Compliance
- Restricted Party Due Diligence
- Trade Compliance Program Development
- Voluntary Disclosure & Risk Mitigation

I believe these skillsets will strengthen my ability to support our organization in maintaining strong trade compliance controls, minimizing regulatory exposure, and ensuring efficient and compliant cross-border operations. I am confident that the knowledge gained will directly contribute to strengthening our compliance framework and safeguarding our business against evolving trade risks.

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

Sincerely,
Your Name