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

Date

Dear {Manager},

I am writing to seek your approval to enroll in the Canada Climate-Related Financial Disclosure, Carbon Accounting and Scope 1, 2 and 3 Carbon Emissions Reporting program to strengthen my capabilities in climate disclosure, carbon accounting, and assurance-ready reporting. By attending this program, I will develop practical expertise across Canadian sustainability disclosure standards, global IFRS sustainability standards, and climate risk frameworks. These capabilities will enable me to improve reporting accuracy and translate climate information into more defensible financial and strategic decisions.

Led by Dilhari Fernando, a distinguished sustainability and climate strategy executive, the program will strengthen my ability to translate complex climate requirements into decision-useful, assurance-ready reporting. I will be able to apply these capabilities to build more reliable Scope 1, 2 and 3 inventories, improve value-chain emissions data, and strengthen reporting controls. This will help our organization identify disclosure issues earlier, improve audit readiness, and build greater confidence in the climate information used by management and stakeholders. Some of the key skills this program will bring include:

- Canadian Climate Disclosure Requirements
- IFRS S1 and IFRS S2 Reporting
- Financial Materiality Assessment
- Climate Risk and Scenario Analysis
- Scope 1, 2 and 3 GHG Accounting
- Value Chain and Financed Emissions
- Net-Zero and Transition Planning
- Climate Assurance and Reporting Controls

I believe these capabilities will deliver meaningful value to both my professional development and our organization. Upon completing the program, I will be better equipped to identify reporting gaps earlier, strengthen Scope 1, 2 and 3 data quality, and improve the controls supporting climate disclosures. I will also be able to connect climate risks and opportunities with financial performance and strategic planning, helping our organization produce more credible disclosures, prepare more effectively for assurance, and reduce regulatory, greenwashing, and reputational risk.

I would appreciate your approval to attend this online program and apply these capabilities within our organization.

Sincerely,
Your Name