



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

Date

Dear {Manager},

I would like to enroll to the Certified Sarbanes-Oxley Professional (CSOP™) program to further enhance my Sarbanes-Oxley compliance skills and I would like to gain your approval to attend this program. By attending this accredited program, I will learn how to effectively and better control finances, regulations, and risks that can help our organization with strengthening control structure and efficient financial reporting.

Led by Eva María López Fernández, one of the most sought-after Professor and Quality Assessment Reviewer, this program will help me to master the necessary policies, tools, and procedures to efficiently drive our organization's finance operations, internal control system and risk management. The program will cover proven best practices and methodologies in implementing SOX compliance policies and thereby making our finance operations legally compliant and safe to the investors. Some of the key skills this program will bring include:

- COSO
- SOX Testing
- Identifying Controls
- Risk assessment
- Data Mining
- Audit Compliance
- Financial Statement Assertions

I believe these skillsets will prove invaluable to me and you can be assured that after attending this online program, I will be able to contribute further to our organization's finance and compliance strategy and vision particularly in deploying SOX policies and procedures. In addition, this program will allow me to earn the Certified Sarbanes-Oxley Professional (CSOP™) designation which I believe will significantly add high value to our organization's trust in financial markets.

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

Sincerely,  
Your Name