



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

Date

Dear {Manager},

I would like to enroll the Certified Business Intelligence Leader (CBIL™) program to further enhance my Business Intelligence (BI) skills and I would like to gain your approval to attend this program. By attending this accredited program, I will learn how to manage and deliver projects more efficiently by leveraging cutting-edge BI tools and techniques that can help our organization to enhance our data-driven business decision making ability, improve service delivery, employee and customer satisfaction.

Led by Adrian Wong, seasoned business intelligence leader and advanced analytics expert, this program will help me to master the necessary skills, knowledge, and competency in adopting BI techniques and tools such as SQL, Tableau and Python and understand which BI method best fit to our organization's BI projects. The program will help me gain insights on developing powerful BI Report that will empower our organization to make better strategic decisions, optimize costs, and enhance data quality for competitive intelligence. Some of the key skills this program will bring include:

- Data Analytics
- Self-service and Persona-based BI
- Data Visualisation and Interpretation
- Data Engineering
- Data Mining and Warehousing
- SQL, Python and Tableau Languages
- Database Management and Reporting

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 BI project deliverables by adopting effective BI methodologies in the forefront. In addition, this program will allow me to earn the Certified Business Intelligence Leader (CBIL™) designation which I believe will significantly add high value to our organization and team's credibility.

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

Sincerely,  
Your Name