

Date

Dear {Manager},

I would like to enroll the Certified Global Diversity, Equity and Inclusion HR Manager (CDEI™) program to further enhance my knowledge in building a diverse, equitable and inclusive working environment and I would like to gain your approval to attend this program. By attending this accredited program, I will learn how to leverage insights from Diversity, Equity, and Inclusion (DEI) and make informed HR decisions, leading to an overall improvement in our organizational success.

Led by Soumya Singh, a highly accomplished global HR strategist, this certified program will help me gain in-depth understanding on key techniques to identify and address instances of bias and discrimination in our workplace. Moreover, this program will help me to enhance my skill in implementing effective DEI initiatives and programs, as well as to promote DEI in our workplace. Some of the key skills this program will bring include:

- DEI Initiatives & Strategies
- Recruiting Inclusively
- Cultural Awareness
- Confronting Bias
- Building Allyship
- Building Inclusive Culture
- DEI Integration
- DEI Performance Management
- Diversity Metrics
- Organizational Culture Assessment
- Pay Equity Analysis

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 productivity and growth by adopting effective DEI initiatives and practices. In addition, this program will allow me to earn the Certified Global Diversity, Equity and Inclusion HR Manager (CDEI™) 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