



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

Date

Dear {Manager},

I would like to enroll to the Certified Procurement Contracts Manager (CPCM™) program to further enhance my procurement contract management skills and I would like to gain your approval to attend this program. By attending this accredited program, I will learn how to effectively draft and manage impactful procurement contracts that can help our organization to reduce cost, mitigate procurement risk and strengthen vendor relationships.

Led by Colin McIntyre, a globally recognized MCIPS qualified procurement contract trainer and expert, this program will help me to master the necessary skills, knowledge, and competency to reduce our organization's procurement risk and improve supply chain value through effective contract management. The program will provide me with strategies for resolving disputes with vendors and suppliers, as well as prevent them through sound contractual agreements in our procurement contracts. Some of the key skills this program will bring include:

- Procurement Contract Management
- Drafting Key Contracts
- Procurement Dispute Resolution and Mediation
- Claims Management
- RFP Negotiation
- Writing RFI And RFPS
- Managing Payment Terms

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 procurement contract strategy and vision particularly in leveraging effective contract drafting and review techniques. In addition, this program will allow me to earn the Certified Procurement Contracts Manager (CPCM™) 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