



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

Date

Dear {Manager},

I would like to request your approval to enroll in the UK Corporate Governance Code, Directors' Duties & Liabilities Program to further enhance my expertise in corporate governance principles and directors' legal obligations. This program will significantly strengthen my ability to contribute to governance excellence within our organization, particularly in navigating complex regulatory requirements and mitigating risks at the board level.

Led by Iphigenie Fossati-Kotz, a renowned global general counsel and strategic legal advisor, this program provides a comprehensive understanding of the UK Corporate Governance Code, the Companies Act 2006, and the legal duties governing directors' conduct, fiduciary responsibilities, stakeholder engagement, and ESG governance. It will equip me with practical insights into assessing governance frameworks, managing conflicts of interest, evaluating board performance, and ensuring compliance with disclosure and reporting obligations. The following are some of the key competencies this program will develop:

- UK Corporate Governance Code
- Directors' Legal Duties and Liabilities
- Companies Act 2006 Compliance
- Board Accountability and Risk Oversight
- ESG and Governance Reporting Standards
- Stakeholder Engagement and Transparency
- Regulatory Enforcement and Disqualification Risks
- Governance Framework Development

These skills are directly applicable to our current operations and will empower me to contribute to improved decision-making, enhanced board governance processes, and greater regulatory alignment. I am confident that the insights gained from this program will further strengthen our organization's corporate integrity and reputation while supporting our long-term strategic objectives.

I look forward to your approval to participate in this virtual training program.

Sincerely,
Your Name