



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

Date

Dear {Manager},

I would like to enroll in the Certified Agile Business Analyst (CABA™) program to further enhance my Agile business analysis 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 effectively by implementing Agile principles and best practices within a business architecture framework and help our organization to enhance service delivery, improve employee and customer satisfaction.

Led by Marcin Cieslinski, an award-winning agile transformation and business analysis expert, this certified program will help me gain expertise in optimizing project workflows, fostering collaboration and driving continuous improvement through Agile techniques. Moreover, this program will empower me to lead Agile transformations, enhance project delivery, and contribute to the success of organizations by leveraging the power of Agile business architecture. Some of the key skills this program will bring include:

- Business Analysis
- Agile Methodologies
- Agile Business
- Process Improvement
- Lean Methodology
- Release Planning
- User Stories Development
- Delivery Performance Analysis Skills

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 implementing Agile principles and practices. In addition, this program will allow me to earn the Certified Agile Business Analyst (CABA™) 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