



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

Date

Dear {Manager},

I would like to enroll in the Certified EU Aviation Safety Manager (CEU™) Program to further enhance my knowledge in navigating EU aviation safety regulations, EASA (European Union Aviation Safety Agency) standards, and compliance frameworks, and I would like to gain your approval to attend this program. By attending this program, it will strengthen my ability to manage complex regulatory requirements under the European aviation safety landscape, enabling me to contribute significantly to our organization's compliance, operational safety, and regulatory excellence.

Led by David Hope, a highly respected aviation safety and regulatory compliance expert, this program will provide me with the knowledge and tools to align our aviation safety practices with current EU regulatory standards. It offers an in-depth examination of the EU aviation compliance landscape, covering essential areas such as EASA's Basic Regulation, ICAO SARPs (Standards and Recommended Practices), Safety Management System (SMS) implementation, organizational and aircraft certification processes, and regulatory oversight under national aviation authorities (NAAs). Through this program, I will acquire practical skills to effectively address complex regulatory and operational challenges, thereby supporting our organization's strategic objectives in delivering safe, efficient, and fully compliant aviation operations. Some of the key skills this program will bring include:

- EU Aviation Safety Regulation
- Understanding ICAO SARPs and Annexes
- EASA Basic Regulation and Rulemaking
- National Aviation Authority (NAA) Coordination
- Aircraft and Product Certification Processes
- Safety Management System (SMS) Implementation

I believe these skillsets will prove invaluable to me, and you can be assured that after attending this virtual program, I will be able to contribute even further to our organization's compliance and safety framework in alignment with EU aviation regulatory standards. I strongly believe that these key skills will also significantly enhance our company's operational integrity and safety culture, ensuring full adherence to EASA regulations while promoting a proactive and risk-based approach to aviation safety.

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

Sincerely,  
Your Name