



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

Date

Dear {Manager},

I would like to enroll in the Certified Real Estate Project Development and Financing Manager (CRD™) program to further develop my expertise in managing complex real estate development projects from concept to completion. I would like to gain your approval to attend this program which will significantly enhance my ability to contribute to our organization's real estate strategy and execution capabilities. By attending this program, I will gain advanced knowledge in market analysis, site selection, capital structuring, financial modeling, regulatory compliance, and risk management. These skills are critical to ensuring the financial viability and operational success of any real estate project, especially in today's competitive and cost-sensitive environment.

Led by Daeon Smith-Jones, a seasoned real estate strategist, investor, and transformation leader, the program offers a comprehensive, practical framework for managing the entire development lifecycle. I will acquire in-depth knowledge in the following areas:

- Real Estate Market and Demand Analysis
- Site Selection and Acquisition Strategy
- Capital Stack Structuring
- DCF, NPV, and IRR Financial Modeling
- Budgeting and Cost Control
- Zoning and Permitting Compliance
- Project Risk Mitigation
- Exit Strategy Planning and Execution

I believe these capabilities will be invaluable to both my personal development and our team's success. Upon completing the program and passing the exam, I will earn the globally recognized Certified Real Estate Project Development and Financing Manager (CRD™) designation, which will validate my proficiency in delivering financially sound, legally compliant, and strategically aligned real estate projects. I am confident that this training will strengthen our project outcomes, improve decision-making, and enhance the return on our real estate investments.

I look forward to your support and approval to attend this program.

Sincerely,
Your Name