



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

Date

Dear {Manager},

I would like to enroll the Drafting and Negotiating Sustainable Procurement Contracts program to further enhance my expertise in managing sustainable procurement agreements by integrating ESG standards, and I would like to gain your approval to attend this program. By attending this program, it will strengthen my ability to navigate evolving sustainability regulations, develop enforceable ESG clauses, and lead supplier negotiations that align with our organization's environmental, social, and governance objectives.

Led by Prof. Dr. Karsten Machholz, a globally recognized authority in sustainable procurement, supply chain strategy, and ESG leadership, this program will enable me to align our organization's environmental initiatives with applicable legislation and policies while developing robust, sustainable procurement contracts. Offering comprehensive, practical training on the legal, regulatory, and operational dimensions of sustainable contracting, it will equip me to draft enforceable sustainability clauses, integrate ESG KPIs into procurement agreements, and establish robust monitoring and reporting mechanisms to ensure compliance and accountability. Some of the key skills this program will bring include:

- Sustainable Procurement Frameworks (ISO 20400)
- ESG Regulatory Compliance
- ESG Clause Drafting and Measurability
- Risk Allocation and Supply Chain Due Diligence
- ESG Performance Monitoring and KPI Design
- Greenwashing Prevention Strategies
- Advanced ESG Negotiation Techniques

I believe these skills will be invaluable in enhancing our procurement function's ability to meet compliance requirements, mitigate legal and reputational risks, and strengthen supplier partnerships. Upon completion, I will be prepared to ensure our contracts generate both commercial value and tangible sustainability impact, positioning our organization as a leader in responsible procurement.

I look forward to gaining your approval to attend this virtual training program.

Sincerely,
Your Name