



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

Date

Dear {Manager},

I would like to enroll in the Certified Australian Food Safety and HACCP Compliance Manager (CFS™) program to further strengthen my expertise in food safety compliance, HACCP system implementation, and regulatory alignment, and I would like to gain your approval to attend this program. By attending this certified program, I will enhance my ability to manage food safety risks, ensure compliance with FSANZ and state/territory regulations, and protect our organization from costly compliance failures and reputational risks.

Led by Nicole Inwood, an experienced food safety auditor and compliance expert, this program will equip me with the skills to develop the capability to design, implement, and manage HACCP-based food safety programs, identify and mitigate biological, chemical, and physical hazards, and apply industry best practices for monitoring, corrective actions, verification, and internal audits. Additionally, I will learn to conduct comprehensive risk assessments, implement Good Manufacturing Practices (GMPs), and strengthen supplier assurance and labelling compliance. Some of the key skills this program will bring include:

- Codex HACCP Principles and Application
- FSANZ Food Standards Code Compliance
- Hazard Identification and Risk Assessment
- Determining and Managing CCPs
- Good Manufacturing Practices (Hygiene, Sanitation, Allergen Control)
- Food Labelling Compliance (PEAL, CoOL, Health and Nutrition Claims)
- Supplier Assurance and Raw Material Risk Assessment
- Traceability, Recall Protocols, and Crisis Management
- Internal and External Audit Preparation

I believe these skills will be invaluable in strengthening our organization's food safety systems, ensuring audit readiness, and safeguarding consumer trust. In addition, this program will enable me to earn the Certified Australian Food Safety and HACCP Compliance Manager (CFS™) designation, validating my expertise in driving compliance and operational excellence in line with industry best practices.

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

Sincerely,  
Your Name