



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

Date

Dear {Manager},

I would like to enroll in the Certified International Tax Planning and Structuring Manager (CTM™) program to further strengthen my expertise in international taxation, compliance, and strategic cross-border structuring, and I would like to gain your approval to attend this program. By attending, I will gain advanced knowledge and practical skills in Double Taxation Agreement (DTA) interpretation, Permanent Establishment (PE) risk assessment, transfer pricing frameworks, and international tax planning. The knowledge gained will directly contribute to my professional growth and enhance our organization's ability to manage cross-border taxation efficiently while mitigating risks.

Led by Lance Collop, a highly accomplished international tax expert, this program will provide a comprehensive understanding of Africa's tax landscape and global tax structuring practices. I will gain key topics including mergers and acquisitions, indirect asset transfers, intellectual property taxation, and compliance with OECD-led initiatives such as BEPS, Pillar One, and Pillar Two. By attending this program, I will be equipped to design tax-efficient structures, strengthen compliance across African jurisdictions, and align tax strategies with evolving international standards. Some of the key skills this program will bring include:

- International Tax Planning & Structuring
- DTA Analysis and Application
- Transfer Pricing Documentation and Compliance
- Permanent Establishment Risk Assessment
- Anti-Avoidance Rules and Substance over Form
- M&A and Indirect Transfer Tax Structuring
- Royalty and IP Taxation Planning
- Global Tax Compliance & Transparency (CbCR, APAs, Exchange of Information)

I believe these skillsets will prove to me invaluable to me and you can be assured that after attending this online program, I will be able to significantly enhance my expertise in managing complex African tax challenges. I strongly believe that the key skills that I will gain from this program will enable me to deliver greater value through compliant, efficient, and strategically aligned tax planning

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

Sincerely,
Your Name