



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

Date

Dear {Manager},

I would like to enroll the Certified Agile Project Leader (CAPL™) program to further enhance my Agile project management skills and I would like to gain your approval to attend this program. By attending this accredited program, I will learn how to manage and deliver projects more efficiently by implementing Agile methodologies and frameworks and help our organization to enhance service delivery, improve employee and customer satisfaction.

Led by Jill Stott, a highly sought-after Agile coach and trainer, this program will run through every major aspects of Agile frameworks such as Scrum and Kanban and help me to able to determine which Agile method would work best for each of our organization's projects. With this program, I will learn how to implement lean workflow management with Kanban principles which will help our organization to identify and reduce any bottleneck of our projects. Some of the key skills this program will bring include:

- Agile Project Management
- Lean Project Management
- Agile Implementation
- Project Lifecycle Management
- Scaled Agile Framework (SAFe)
- Scrum and Kanban Principles
- Building Agile Teams

I believe these skillsets will prove invaluable to me and you can be assured that after attending this online program, I will be able to contribute further to our organization's project deliverables by streamlining the process and workflow with Agile approach. In addition, this program will allow me to earn the Certified Agile Project Leader (CAPL™) designation which I believe will significantly add high value to our organization and team's credibility.

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

Sincerely,  
Your Name