



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

Date

Dear {Manager},

I would like to enroll the Chartered Interest Rate Derivatives, Swaps and Risk Management Professional (CIRS™) program to further enhance my interest rate derivatives, swaps and risk 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 our organization's market risk through deep understanding of the key financial instrument such as interest rate derivatives and swaps.

Led by J.C. Fernandez-Seoane, a seasoned international financial risk management expert, this certified program will help me gain a deep understanding of the theory, practice, and application of interest rate derivatives. Moreover, this program will help me build a solid ground in regulatory frameworks and compliance requirements with ISDA documentation and the Dodd-Frank Act for using interest rate derivatives. Some of the key skills this program will bring include:

- Derivative Calculation & Management
- Risk Analysis & Risk Management With Interest Rate Swaps
- Swap Pricing And Valuation
- Fundamental of Futures & Forwards, Swaps, And Options
- Cross-Currency Swaps
- Interest Rate Futures And FRAS
- Measure And Manage Risk Exposure
- Trading And Hedging Strategies

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 financial risk management by adopting effective interest rate derivatives solutions and strategies. In addition, this program will allow me to earn the the Chartered Interest Rate Derivatives, Swaps and Risk Management Professional (CIRS™) 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