



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

Date

Dear {Manager},

I would like to enroll in the Certified Sustainable City Planner (CSC™) program to enhance my expertise in sustainable urban planning and development, and I would like to gain your approval to attend this program. By attending this program, I will gain advanced knowledge and practical skills in sustainable city planning, climate change mitigation, disaster risk reduction, and compliance with global sustainability standards. The knowledge gained will significantly contribute to my professional growth and strengthen our organization's sustainability initiatives.

Led by Raymond Gastil, a renowned city planning and urban design expert, this program will provide a comprehensive understanding of sustainable city development, covering essential topics such as sustainable development goals, smart city technologies, green infrastructure, and climate change mitigation. Moreover, it emphasizes actionable strategies for urban design, transportation systems, energy efficiency, and community engagement, equipping me with the tools to drive impactful sustainability initiatives. By attending, I will be well-positioned to address urban sustainability challenges, align with international standards, and develop effective, results-oriented strategies. Some of the key skills this program will bring include:

- Smart City Design
- Sustainable Urban Planning
- Sustainable Land Use
- Smart City Technologies
- Green Infrastructure
- Biodiversity Corridor Design
- Renewable Energy Integration
- Sustainable Transport
- Policy Making

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 designing, developing, and implementing sustainable and resilient city plans while enable me to deliver exceptional results for our clients consistently. I strongly believe that the key skills that I will gain from this program will also strengthen our reputation as a trusted partner.

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

Sincerely,  
Your Name