



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

Date

Dear {Manager},

I would like to enroll in the Certified APAC International Tax Planning and Structuring Manager (CTM™) program to enhance my expertise in international taxation, transfer pricing, and tax risk management, and I would like to gain your approval to attend this program. By attending this program, I will gain structured expertise in this area that will directly enhance my ability to manage our organization's tax compliance, mitigate risks, and drive sustainable growth..

Led by Teena Ingram, a distinguished international tax leader and educator, this program will provide me with an in-depth coverage of critical areas including transfer pricing regulations, dispute resolution trends, double taxation complexities, permanent establishment (PE) risk assessment, controlled foreign company (CFC) rules, tax residency principles, and digital economy taxation. It also examines indirect tax challenges such as inconsistent GST/VAT systems and divergent invoicing requirements, which often create hidden compliance exposures in cross-border operations. In addition, the curriculum addresses the latest developments in BEPS 2.0, anti-avoidance legislation and OECD/UN guidance—ensuring that I stay at the forefront of both global standards and local enforcement practices. Some of the key skills this program will bring include:

- Transfer Pricing Methodologies
- BEPS Compliance Frameworks
- Cross-Border Structuring Strategies
- Tax Risk Management
- OECD Transfer Pricing Guidelines
- APAC-Specific Anti-Avoidance Rules
- Strategic Restructuring Methodologies

Upon completion, I will be awarded the globally recognized Certified APAC International Tax Planning and Structuring Manager (CTM™) designation, validating my expertise in international tax structuring and APAC-focused compliance. This credential will allow me to bring back actionable strategies to optimize our tax position, safeguard after-tax value, and reduce regulatory, financial, and reputational risks.

I believe this program will deliver measurable value to our organization by strengthening our compliance frameworks and enabling more tax-efficient decision-making.

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

Sincerely,  
Your Name