



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

Date

Dear {Manager},

I would like to enroll in the Certified Canada Food Safety and HACCP Compliance Manager (CFS™) program to strengthen my expertise in food safety management and regulatory compliance. I would like to gain your approval to attend this program which will significantly enhance my expertise in food safety systems and regulatory compliance. By attending this program, it will harness my ability to contribute to our organization's commitment to high safety standards, operational excellence, and regulatory readiness.

Led by two of Canada's most distinguished food safety leaders, Freeman Libby and Cameron Prince, both former senior executives at the Canadian Food Inspection Agency (CFIA), this program will equip me with practical, up-to-date knowledge aligned with the Safe Food for Canadians Regulations (SFCR), Food and Drugs Act, and global frameworks such as FSSC 22000 and BRCGS. Through this training, I will build the capabilities to lead HACCP-based systems, navigate complex audits, and manage preventive controls across our supply chain. Some of the key skills and knowledge I will gain include:

- 12-Step HACCP Lifecycle Implementation
- Hazard Analysis and CCP Management
- Preventive Controls and Allergen Management
- Sanitation SOPs and Environmental Monitoring
- Traceability and Recall Execution
- Supplier Verification and Food Fraud Mitigation
- Internal Auditing and CFIA Compliance Readiness
- Integration of Global Standards (FSSC 22000, BRCGS)

I believe these capabilities will be invaluable to both my personal development and our team's success. Upon completing the program and passing the exam, I will earn the globally recognized Certified Canada Food Safety and HACCP Compliance Manager (CFS™) designation, which will validate my leadership in food safety and reinforce our organization's commitment to regulatory excellence, consumer trust, and operational integrity. I am confident that this training will bring measurable value to our team and our compliance capabilities.

Sincerely,
Your Name