



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

Date

Dear {Manager},

I would like to enroll in the Canada Medicines Law, Controlled Drug Regulations & Prescribing Compliance program to further strengthen my expertise in Canada's medicines regulatory framework, controlled-drug governance, and prescribing compliance obligations, and I would like to seek your approval to attend this program. By attending this program, I will strengthen my ability to interpret medicines regulations more effectively, support safer prescribing practices, and contribute more confidently to our organisation's compliance and patient safety objectives.

Led by Scott Sawler, a highly respected medicines regulation and healthcare compliance expert with extensive senior leadership experience at Health Canada, this program will strengthen my practical understanding of the Food and Drugs Act, the Controlled Drugs and Substances Act (CDSA), and key controlled-drug regulations governing prescribing and medicines management. These skills gained from this program will help me improve documentation defensibility and better manage prescribing-related risks and compliance practices within our organisation. Some of the key skills this program will provide include:

- Canada Medicines Law and Regulatory Frameworks
- Controlled Drugs and Substances Act (CDSA) Compliance
- Prescribing Governance and Professional Accountability
- Opioid Stewardship and Prescription Monitoring
- Pharmacovigilance and Adverse Drug Reaction Reporting
- Controlled-Drug Risk Management
- Healthcare Compliance Auditing and Inspection Readiness
- Digital Prescribing and Telemedicine Compliance

I believe these skillsets will be invaluable to me and you can be assured that after attending this online program, it will strengthen my ability to support safer prescribing practices, stronger compliance controls, and more effective medicines governance. I strongly believe that these key skills will also significantly enhance our performance and team credibility.

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

Sincerely,  
Your Name