



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

Date

Dear {Manager},

I would like to enroll in the Certified Africa Import Export Controls, Sanctions Regulations and Trade Compliance Professional (CAIX™) program to strengthen my expertise in African trade compliance, customs regulations, and international sanctions, and I would like to seek your approval to attend this program. By participating, I will strengthen my ability to identify regulatory risks, enhance cross-border compliance, and improve trade controls. The practical knowledge and skills gained will enable me to help reduce compliance errors, minimize operational disruption, strengthen documentation accuracy, and support more efficient and compliant market access.

Led by Lethabo Sithole and Anele Simon, two highly respected experts in international trade law, AfCFTA implementation, and African trade policy, this program provides practical guidance on managing complex trade requirements across African markets. It will strengthen my ability to improve customs compliance, assess sanctions and cross-border risks, and enhance third-party due diligence. These capabilities can help our organization reduce regulatory exposure, improve compliance controls, and make more informed cross-border trade decisions. Some of the key skills this program will develop include:

- African Import & Export Controls
- AfCFTA & Regional Trade Compliance
- Customs Compliance & Tariff Classification
- Rules of Origin & Preferential Trade Agreements
- International Sanctions & Export Controls
- Trade Finance & AML Compliance
- Supply Chain Due Diligence
- Trade Compliance Governance & Risk Management
- Audits & Regulatory Investigations

I believe these capabilities will deliver measurable value to our organization. Upon completing this program, I will earn the CAIX™ designation, further strengthening my ability to identify compliance gaps, improve documentation accuracy, and implement more effective regulatory controls. Applying these capabilities can help reduce unnecessary duties and shipment delays, lower potential compliance costs and enhance operational efficiency. It will also strengthen our ability to identify legitimate preferential trade opportunities, protect market access, and support sustainable growth across African markets.

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

Sincerely,
Your Name