



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

Date

Dear {Manager},

I would like to enroll in the Certified UK Food Safety and HACCP Compliance Manager (CFS™) program to further enhance my knowledge in UK food safety regulations, EU requirements, and HACCP compliance frameworks, and I seek your approval to attend this program. By attending, I will strengthen my ability to manage complex regulatory obligations within the UK food industry, enabling me to contribute significantly to our organisation's compliance, operational safety, and quality excellence.

Led by Justin Gleave-Baddeley, a distinguished Food Safety and HACCP Compliance Expert, this program will provide me with the knowledge and tools to align our food safety management practices with current FSA requirements, EU legislation, and Codex HACCP standards. It will provide me with an in-depth examination of the UK food safety compliance landscape, covering essential areas such as hazard analysis, critical control point (CCP) identification, verification and validation, allergen management, crisis and recall planning, and audit readiness for regulatory and third-party inspections. Through this program, I will acquire practical skills to effectively address complex compliance and operational challenges, thereby supporting our organisation's strategic objectives in delivering safe, high-quality, and fully compliant food products. Some of the key skills this program will bring include:

- Food Safety
- HACCP Compliance
- UK Regulatory Navigation
- Hazard & Risk Assessment
- Food Safety Culture
- Audit Compliance

I believe these skillsets will prove invaluable to me, and you can be assured that after attending this virtual program, I will be able to contribute even further to our organisation's food safety and compliance framework in alignment with UK food safety legislation and HACCP standards. I strongly believe that these key skills will also significantly enhance our company's operational integrity and food safety culture, ensuring full adherence to FSA and retained EU regulations while promoting a proactive, risk-based approach to hazard control and compliance.

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

Sincerely,
Your Name