



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

Date

Dear {Manager},

I would like to enroll in the Certified Supply Chain Demand Planning & Forecasting Professional (CSCD™) program to further enhance my skills in demand planning and forecasting and I would like to gain your approval to attend this program. By attending this accredited program, I will learn how to leverage effective demand planning and forecasting tools to optimize our organization's sales forecasts accuracy and drive supply chain excellence.

Led by Dr. Mark Rodgers, an award-winning professor with Rutgers Business School and supply chain expert, this program will equip me with powerful tools and techniques to make accurate and error free forecasts and a deep understanding of the operational implications of various demand planning policies. The program will cover hands-on exercises on statistical methodologies and real case studies that will help our organization to improve our revenue growth and customer satisfaction. Some of the key skills this program will bring include:

- Demand Planning
- Demand Forecasting
- Supply Chain Planning
- Inventory Management
- Sales & Operations Planning
- Statistical & Data Analysis
- Demand Scheduling

I believe these skill sets will prove invaluable to me and you can be assured that after attending this online program, I will be able to contribute further to our organization's demand management for more accurate demand planning and forecasting. In addition, this program will allow me to earn the Certified Supply Chain Demand Planning & Forecasting Professional (CSCD™) designation which I believe will significantly add high value to our organization's operational strategy and drive for supply chain excellence.

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

Sincerely,  
Your Name