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

Date

Dear {Manager},

I would like to enroll in the Certified Facilities and Property Manager (CFAP™) program to enhance my expertise in strategic facility and property management, and I would like to seek your approval to attend this program. By attending this program, I will gain advanced knowledge and practical skills in predictive maintenance strategies, smart building integration, space utilization optimization, and energy management systems. These competencies will directly support my professional growth while strengthening our organization's operational efficiency and long-term asset performance.

Led by John Wong, a distinguished property and facilities management expert, this program will provide a practical and comprehensive approach to modern facility management. By mastering concepts such as ESG compliance, digital twin technologies, capital planning, and vendor performance optimization, I will be able to implement innovative solutions that not only reduce costs but also improve operational reliability, sustainability, and compliance within our organization. Some of the key skills this program will bring include:

- Preventive & Predictive Maintenance
- Lease Structuring & Tenant Relations
- Space Utilization & Workplace Strategy
- Energy Auditing & Net-Zero Planning
- Risk Management & Business Continuity
- Budgeting & Financial Performance (NOI, IRR, TCO)
- Digital Twin & Smart Building Technologies

I believe these skillsets will prove to me invaluable to me and you can be assured that after attending this online program, I will be able to contribute to stronger cost control, more efficient facility operations, and enhanced sustainability outcomes—directly aligning with our organization's goals. I strongly believe that the expertise I gain from this program will not only advance my professional development but also position our team to deliver greater operational excellence and long-term value.

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

Sincerely,
Your Name