

## Exemption Reference Letter Template

*Insert:* Candidates Company Logo

*Insert:* date

**Ms Gillian le Cordeur**

Chief Executive Officer  
Institute of Risk Management South Africa  
PostNet Suite 616  
Private Bag X45  
Sunninghill  
2157  
Gauteng, South Africa

Dear Ms le Cordeur

**RE: IRMSA Certified Risk Management Practitioner (CRM Prac) BOARD EXAM EXEMPTION APPLICATION**

We are happy to inform you that *(insert candidate's full name)* complies with your requirements for Exemption from the IRMSA CRM Prac Board Exam.

1. Contribute to the Implementation of the Risk Management Framework for Managing Risk in the Business Unit
2. Create and Sustain Risk Management Partnerships
3. Establish the Internal and External Risk Context
4. Assessment of risk
5. Prepare and Facilitate Risk Treatment Plans for a Business Unit
6. Monitor, Review and Improve Risk Management Activities and Processes

This letter serves to confirm that I hereby sign-off *(insert Candidate's name)* as accomplished in the above six areas in their capacity as *(insert Candidate's work role)*.

Yours sincerely

*Insert Candidate's superior/managers' name, designation and signature*