Dear **[CLIENT /MANAGER NAME]**, **[DATE]**

I am writing to share news about my recent recognition as an INCOSE Certified Systems Engineering Professional (CSEP). This is a professional certification from the International Council on Systems Engineering.

CSEP certification is for individuals with at least five years of demonstrated systems engineering experience, confirmed by references and proven knowledge. CSEP is for independent practitioners, people who can do a variety of systems engineering tasks on their own in contribution to complex products. The certification is based on the [INCOSE Systems Engineering Handbook](https://www.incose.org/products-and-publications/se-handbook) and experience areas that map to the [INCOSE Competency Framework](https://www.incose.org/products-and-publications/competency-framework). You can learn more about INCOSE Certification at [www.incose.org/certification](http://www.incose.org/certification).

INCOSE is the professional society for Systems Engineers, with members across the globe, including individuals, corporations, and universities. As an INCOSE CSEP, I will follow the [INCOSE Code of Ethics](https://www.incose.org/about-incose/Leadership-Organization/code-of-ethics) and will continue to expand my professional development through INCOSE’s activities. I will also work toward the organization’s vision of “A better world through a systems approach.”

Best Regards,

**[Your signature]**

**[YOUR NAME]**, CSEP

International Council on Systems Engineering

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Questions? Contact us at [info@incose.net](mailto:info@incose.net)