



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

Date

Dear {Manager},

I would like to enroll the Australia Laws of Construction Delay and Disruption Program to further enhance my knowledge in Australia's construction law in managing construction delay and disruption claims and I would like to gain your approval to attend this program. By attending this program, it will strengthen my overall knowledge in the latest development of Australia's legislation to help your organization to mitigate and better manage any delay and disruption claims to our construction project.

Led by Angus Faulkner, highly sought-after civil engineer and commercial disputes advisor, this program will also help me to navigate the key provisions of the Construction Contracts Act 2004 and The Building and Construction Industry Security of Payment Act 1999 and interpret them to manage claims through the use of extension of time claims, liquidated damages clauses, and contractual notice provisions. The program will cover impactful best practices and theories that will improve my knowledge to quantify the loss from delay and disruption claims through proper documentation, loss quantification methods and implementing expert and independent assessments. Some of the key skills this program will bring include:

- Construction Delay Classification
- Australia Construction Law
- Extensions of Time (EoT) Regimes
- Forensic Delay Analysis
- Disruption Measurement Method
- Mediation and Dispute Resolution
- Construction Contracts Act 2004
- Loss Quantification Method

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 even further to our organization's building and construction projects particularly managing project delay and disruption claims with appropriate legal considerations. I strongly believe that the key skills that I will gain from this program will also significantly enhance our performance and team credibility.

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

Sincerely,  
Your Name