



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

Date

Dear {Manager},

I would like to enroll the Managing New Zealand Construction Delays and Disputes With Effective Contract Law Program to further enhance my capability to manage delay, disruption, and contractual risks across our New Zealand construction projects and I would like to gain your approval to attend this program. This course will strengthen my understanding of NZS 3910, the Construction Contracts Act, and key legal principles governing time-related claims, enabling me to better support our organisation in mitigating exposure and resolving disputes efficiently.

Led by Julia Flattery, a highly-regarded building and construction legal expert and trainer, this program will provides me with practical guidance on interpreting NZS 3910 delay provisions, preparing defensible Extension of Time (EOT) and cost claims, applying delay analysis methodologies, and maintaining contemporaneous project records. It also covers critical areas such as liquidated damages, penalty doctrine, force majeure events, and dispute resolution pathways including adjudication, mediation, arbitration, and expert determination. Some of the key skills this program will bring include:

- NZS 3910 Contract Interpretation
- Delay & Disruption Classification
- EOT Claims and Notification Requirements
- Critical Path & Delay Analysis Methods
- Time-Related Cost Quantification
- Construction Contracts Act Compliance
- Liquidated Damages & Penalty Assessment
- Dispute Resolution and Claims Management

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