



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

Date

Dear {Manager},

I would like to enroll the New Zealand Construction Contract Law and Dispute Management Program to further enhance my knowledge in navigating New Zealand's construction law 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 New Zealand's legislation framework and enable me to handle any disputes and legal complications such as construction claims, damages, and breach of contracts in our organization's construction projects

Led by Julia Flattery, a highly-regarded building and construction legal expert and trainer, this program will also help me to identify and mitigate legal risks associated with construction projects, reducing the likelihood of disputes and claims. The program will cover impactful best practices and theories that will improve my knowledge in identify breach of contract and the remedies available, as well as the legal and practical implications of non-payment in New Zealand's construction law. Some of the key skills this program will bring include:

- New Zealand Construction Law
- Construction Contracts Act 2002
- Building Act 2004 & NZS3910
- Claims Management Strategies
- Dispute Resolution Methods
- Breach Of Contract Identification
- Tort Law Liability
- Building Consent Process

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 construction projects particularly legally managing our construction contracts to avoid any claims and disputes. 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