



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

Date

Dear {Manager},

I would like to enroll the Managing Australia Construction Delays and Disputes with Effective Contract Law Program to further strengthen my capability in managing construction risk, contractual compliance, and dispute exposure across our construction projects and I would like to gain your approval to attend this program. By attending this program, it will enhance my practical understanding of how Australia's legal and contractual frameworks apply to delay, disruption, claims, and dispute management, enabling me to contribute more effectively to protecting project outcomes and commercial performance.

Led by Harriet Warlow-Shill, highly sought-after legal expert in construction law and dispute resolution, this program will provide in-depth knowledge and expertise on managing extensions of time, variations, delay classification, claims strategy, risk allocation, and dispute resolution within the Australian construction environment. The program will cover practical skills such as critical path analysis, compliant notice management, evidence preparation, and contemporaneous record-keeping—key areas that directly impact our ability to defend claims, avoid disputes, and strengthen governance across projects. 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 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