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

Date

Dear {Manager},

I would like to enroll in the UK Construction Design and Management (CDM) Regulations and Compliance program to strengthen my expertise in the Construction (Design and Management) Regulations 2015 (CDM 2015), and I am seeking your approval to attend. By participating, I will enhance my ability to interpret statutory duty holder responsibilities, manage construction health and safety obligations, and support safer, legally compliant project delivery. The practical knowledge gained will help me strengthen our organization's project governance, identify compliance gaps earlier, improve duty holder accountability, and reduce construction-related risk across our projects.

Led by Abiola Aderibigbe, a distinguished expert in CDM compliance, construction health and safety, and regulatory governance, this program provides practical, end-to-end knowledge covering every stage of the construction project lifecycle. It will strengthen my capability in pre-construction planning, design risk management, and duty holder coordination. I will also develop greater readiness for HSE inspections, F10 notification requirements, regulatory enforcement, and the integration of CDM 2015 with wider UK construction legislation. These capabilities will enable me to make stronger compliance decisions, improve project oversight, and support safer and more effectively governed construction delivery. Some of the key skills this program will develop include:

- Construction (Design and Management) Regulations 2015 (CDM 2015)
- Pre-Construction Information (PCI)
- Construction Phase Plan (CPP)
- Design Risk Management
- Health and Safety File Management
- Health and Safety Executive (HSE) Inspection Readiness
- Skills, Knowledge, Training and Experience (SKTE)

I believe these capabilities will be highly valuable to both my professional development and our organization. Upon completing this program, I will be better equipped to strengthen CDM compliance, improve inspection readiness, and contribute to the safe and legally compliant delivery of construction projects. I will also be able to apply the learning directly to our projects and share relevant frameworks and practical approaches with colleagues, helping extend the value of the training beyond my individual role.

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

Sincerely,
Your Name