



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

Date

Dear {Manager},

I would like to enroll in the Chartered Building Information Modeling Project Manager (CBIM™) program to further strengthen my knowledge and expertise in BIM-enabled project delivery and digital construction management, and I would like to gain your approval to attend this program. By attending this program, I will gain advanced skills in ISO 19650 information management, BIM Execution Planning (BEP), and Common Data Environment (CDE) governance. These capabilities will strengthen my ability to improve project coordination, reduce construction rework, and support more efficient digital project delivery.

Led by the globally recognized authority in BIM and digital engineering (Dr. Amer Hijazi and Oliver Dwaik), this program delivers practical knowledge in the integration of BIM dimensions from 3D to 8D, including construction sequencing, cost management, asset information, sustainability analysis, and safety risk planning. Through high-impact global case studies and advanced hands-on workshops, I will strengthen my ability to coordinate federated models, perform proactive clash detection, and implement asset information across multidisciplinary projects. Some of the key skills this program will bring include:

- ISO 19650 Information Management & Compliance
- BIM Execution Planning (Pre- & Post-Contract BEP)
- Common Data Environment (CDE) Governance
- Federated Model Coordination & Clash Detection
- 4D Construction Sequencing & 5D Cost Integration
- Infrastructure & Civil BIM Integration (InfraWorks / Civil 3D)
- Sustainability & 6D–7D Asset Information Modeling

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 to stronger BIM coordination, more efficient digital workflows within our organization's construction projects. In addition, this program will allow me to earn the Chartered Building Information Modeling Project Manager (CBIM™) designation which 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 virtual training program.

Sincerely,  
Your Name