



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 Contract Management and Dispute Resolution program to further enhance my knowledge in navigating the UK'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 UK'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

This program will also empower me with the ability to effectively address project delays, variations, claims, damages, and non-performance when a project goes awry. Additionally, I will learn how to utilize effective dispute resolution processes, such as mediation, arbitration, and expert determination, to resolve any disputes that may arise.

Led by Dr. Saif Mahmood, a distinguished international commercial lawyer and legal expert, 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 identifying breach of contract and the remedies available, as well as the legal and practical implications of non-payment in UK's construction law. Some of the key skills this program will bring include:

- UK Construction Law
- Key Construction Contracts Clauses
- Dispute Resolution Methods
- Negotiating and Drafting Construction Contracts
- Construction Claims Management
- Dispute Avoidance Strategies

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 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