



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

Date

Dear {Manager},

I would like to enroll in the Certified Construction Contracts, Claims and Dispute Management Professional (CCD™) program to further strengthen my expertise in construction contract management, claims preparation, and dispute resolution, and I would like to gain your approval to attend this program. By attending this certified program, I will enhance my ability to manage contractual risks, minimize disputes, and improve project outcomes, ensuring stronger commercial and legal protection for our organization.

Led by Miguel Paiva, a highly accomplished construction law expert, this program will equip me with practical capabilities to strengthen our organization's management of international construction contracts and complex claims across FIDIC, NEC, PPP, EPC, and EPCM frameworks. I will enhance my ability to prepare and defend EOT claims, manage delay and disruption risks, and improve cost control through robust claims and documentation practices. This will support our organization with stronger contract compliance, reduce dispute exposure, and improve project delivery outcomes. Some of the key skills this program will bring include:

- FIDIC and NEC Contract Application
- Construction Contract Administration
- Claims Preparation and Defense (EOT, Delay, Disruption)
- Delay Analysis (CPM, TIA)
- Quantum and Cost Evaluation
- Claims Documentation and Record Management
- Dispute Avoidance Strategies (DAAB/DAB)
- Adjudication and International Arbitration
- Contract Risk Management and Governance

I believe these skillsets will be highly valuable, and you can be assured that after attending this program, I will be better equipped to strengthen our contract management practices, enhance claims and dispute handling, and improve risk control across projects. I am confident that the knowledge gained will enhance our operational performance and reinforce stakeholder trust.

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

Sincerely,  
Your Name