



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

Date

Dear {Manager},

I would like to enroll in the Drafting and Negotiating Facilities Management Contracts and Service Level Agreements program to strengthen my expertise in managing effective facilities management (FM) contracts and Service Level Agreements (SLAs) and I would like to gain your approval to attend this program. By attending this our contracting processes with recognised program, it will significantly enhance my ability to manage complex FM contracts, support effective service delivery, and enhance internal governance, performance management, and risk control, while reducing disputes and improving contract governance.

Led by Trenton Prince, a highly experienced facilities management and contract governance specialist, this program will strengthen my ability to structure and govern FM contracts through advanced expertise in SLA design, risk allocation, performance metrics, procurement, negotiation, and dispute prevention. These skills will enable me to manage contracts more confidently, improve service outcomes, reduce commercial risk, and make stronger operational decisions while ensuring contractual intent is consistently translated into performance. Some of the key skills this program will bring include:

- Facilities Management Contract Structures
- Service Level Agreement Design and Governance
- Contract Performance and KPI Frameworks
- Procurement and Negotiation Strategy
- Contract Risk Allocation and Change Control
- FM Contract Governance and Internal Controls

I believe these skillsets will strengthen my ability to support effective FM contracting, reduce commercial and operational risk, and contribute to the organization's commitment to accountable, performance-driven service delivery. The knowledge gained will enhance our contract maturity, governance capability, and long-term service outcomes across outsourced facilities management operations.

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

Sincerely,
Your Name