Example of email to Minister Gentleman for a request of extension to complete silica training.

*Dear Minister Gentleman,*

*We are a [description of your company, e.g. civil construction] company. Our workers are required by the Work Health and Safety Amendment Regulation 2022 to complete the Course in Crystalline Silica Exposure Prevention before 1 July 2023. We have [number] workers, of whom [number] had completed the training and [number] are unable to enrol on the training due to training courses being booked out.*

*We have contacted [list the training providers you have contacted, e.g. MBA Group Training] and have been advised that all silica training courses are fully booked until 1 July 2023. Therefore, it is not possible for all of our workers to complete the training before 1 July.*

*It would be highly appreciated if you could kindly give us an extension to complete the silica training, so we can comply with this requirement.*

*Yours sincerely,*

*[Name and position]*

*[Email Signature]*