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

Date

Dear {Manager},

I would like to enroll in the EU Biotech Regulations and Clinical Compliance program to further strengthen my capabilities in EU regulatory affairs, clinical trial compliance, and lifecycle regulatory management, and would like to seek your approval to attend this program. This program will enhance my ability to interpret complex biotechnology requirements, manage clinical trial obligations, and translate regulatory expectations into clearer documentation and more robust compliance practices. These skills will enable me to contribute more effectively to regulatory decision-making, product development, and clinical compliance activities.

Led by Dr. Tatsiana Ripich, an experienced regulatory, clinical, and quality affairs expert, this program will provide practical guidance on EU regulatory strategy, CTR and CTIS requirements, and ICH GCP principles. I will also develop stronger capabilities in regulatory documentation, compliance gap assessment, and inspection preparation. Applying these skills can support more accurate submissions, improve clinical records, increase inspection readiness, and reduce the risk of avoidable compliance issues or regulatory delays. Some of the key skills and knowledge this program will bring include:

- EU Biotechnology Regulations
- CTR and CTIS Compliance
- ICH GCP and Ethical Compliance
- ATMP Regulatory Requirements
- CMC and GMP Compliance
- Pharmacovigilance and Risk Management
- Data Integrity and Inspection Readiness

I believe these capabilities will be valuable both to my professional development and to our organization. After completing the program, I will be better equipped to contribute to regulatory strategy, clinical trial management, submission quality, and inspection readiness. The knowledge gained will help improve the consistency of our regulatory practices, support more informed development decisions, and contribute to effective lifecycle compliance.

I would appreciate your approval to attend this online program and apply the learning to our regulatory and clinical compliance activities.

Sincerely,
Your Name