



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

Date

Dear {Manager},

I would like to enroll in the UK MHRA Medical Products Regulations and Compliance program to strengthen my expertise in UK medical products regulations and regulatory compliance, and I would like to seek your approval to attend this program. By attending this program, I will enhance my ability to navigate MHRA requirements, manage regulatory obligations, and support compliant product development throughout the product lifecycle. The knowledge and practical skills gained will enable me to help our organization strengthen regulatory compliance, improve inspection readiness, and reduce regulatory risk.

Led by Dr. Brian Edwards, an internationally recognized UK medicines regulation, pharmacovigilance, and regulatory science expert, this program will provide practical, end-to-end knowledge across the entire medical products lifecycle from product authorization through post-market compliance. It will also strengthen my ability to manage regulatory submissions, maintain regulatory compliance, and respond effectively to MHRA inspections. These capabilities will enable me to support more informed regulatory decision-making, strengthen compliance practices, and contribute to our organization's regulatory excellence. Some of the key skills this program will develop include:

- Marketing Authorization Management
- Clinical Trial Governance
- Pharmacovigilance Systems
- Good Manufacturing Practice (GMP)
- Good Distribution Practice (GDP)
- Good Clinical Practice (GCP)
- United Kingdom Conformity Assessed (UKCA) Compliance

I believe these capabilities will be highly valuable to both my professional development and our organization. Upon completing this program, I will be better equipped to achieve regulatory compliance, improve inspection readiness, and support timely product approvals while minimizing regulatory risk.

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

Sincerely,  
Your Name