



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

Date

Dear {Manager},

I would like to enroll in the Certified Canada Good Clinical Practice Manager (CGCP™) program to further strengthen my expertise in Canadian clinical trial regulations and ICH E6 Good Clinical Practice guidelines, and I would like to gain your approval to attend this program. By attending this program, it will strengthen my ability to interpret regulatory requirements and implement risk-based quality management with confidence. It will also enable me to maintain inspection-ready clinical trial systems, supporting stronger compliance, data integrity, and audit readiness within our organization.

Led by Dr. Yatika Kohli, a highly experienced clinical strategy and GCP compliance expert, this program will directly benefit our organization by strengthening our regulatory compliance capabilities and reducing audit and inspection risks. It will enhance my ability to oversee clinical trial operations more effectively, identify and mitigate compliance gaps early, and ensure alignment with Health Canada expectations. I will also acquire the knowledge to support more efficient trial execution, enhance data quality, and strengthen our organization's ability to uphold high standards of governance and operational excellence. Some of the key skills this program will bring include:

- GCP Compliance & Regulatory Interpretation
- Clinical Trial Applications (CTA)
- Risk-Based Quality Management (RBQM)
- Trial Master File (TMF) Management
- Safety Reporting & Pharmacovigilance
- Audit Readiness & CAPA Frameworks

I believe these skillsets will enable me to identify compliance gaps early, strengthen our inspection readiness, and minimize regulatory risks across clinical trial operations. I am confident these capabilities will strengthen our GCP compliance framework, enhance data integrity and patient safety, while reinforcing our credibility with regulators and stakeholders.

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

Sincerely,
Your Name