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

Date

Dear {Manager},

I would like to enroll in the Certified EU Clinical Trial Safety and Pharmacovigilance Manager (CTS™) program and am seeking your approval to attend. The program is directly relevant to strengthening our clinical trial safety, pharmacovigilance governance, and EU regulatory compliance at a time when SUSAR reporting deadlines and GVP inspection scrutiny leave little room for error. By attending, I will sharpen my ability to identify reporting deficiencies before they escalate, strengthen safety risk oversight, and tighten our regulatory compliance controls. These capabilities will help our organization eliminate avoidable reporting errors, prevent costly compliance failures, and stand ready for every audit and inspection.

Led by Dr. Irene Michas, a distinguished global pharmacovigilance expert and former Pfizer Senior Director, this program will build my capability in safety governance, regulatory reporting, and risk management. I will gain practical skills to improve adverse event assessment, safety reporting, and pharmacovigilance oversight, enabling me to accelerate reporting efficiency, strengthen sponsor accountability, and raise the quality of the regulatory evidence we submit. Some of the key skills this program will develop include:

- EU Clinical Trial Regulatory Compliance
- Clinical Trial Safety Governance
- Adverse Event and SUSAR Management
- EudraVigilance and ICSR Reporting
- Signal Detection and Benefit-Risk Assessment
- Pharmacovigilance Quality and Risk Management
- CAPA Management and Regulatory Inspection Readiness

I am confident these capabilities will deliver lasting value to both my professional development and our organization. Upon completing the program, I will apply the learning immediately to review our existing safety reporting workflows, identify compliance gaps, and develop a targeted improvement plan. I will also prepare a practical compliance checklist, strengthen our inspection-readiness documentation, and share key risk management practices with colleagues so the benefit extends across the team. These improvements can be measured through reporting timeliness, reconciliation accuracy, and CAPA effectiveness, helping our organization reduce operational inefficiencies, avoid unnecessary compliance costs, and maximize the return on this training investment.

I would greatly appreciate your approval to attend this three-day live online program and would be glad to discuss how it aligns with our team’s priorities.

Sincerely,



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Your Name