



VALIDATION SUMMIT 2027 • APRIL 20-21, 2027 • CHICAGO, IL

Justification Letter Template

Copy this letter into an email to your manager and replace the highlighted fields. Delete these instructions before sending.

Subject: Request to attend the Validation Summit 2027

Dear [Manager's name],

I would like to request approval to attend the Validation Summit, taking place April 20–21, 2027, in Chicago, Illinois. The two-day, single-track program, produced by KENX, focuses on CSA, the revised EU Annex 11, the new Annex 22 on AI, and ICH Q9(R1), presented by practitioners from companies including Johnson & Johnson, Pfizer, GSK, Amgen, Alcon, and Edwards Lifesciences.

I expect to bring back relevant industry case studies, tools, and templates from key industry subject matter experts, along with practical approaches we can apply at [company name].

The Special 2026 Pre-Registration rate is \$1,495 (USD) if booked by December 31, 2026. It includes all sessions, the event compendium, continental breakfast, lunch, and refreshments on both days, and the Day 1 cocktail reception.

After the event, I will share a summary of key takeaways with the team.

Thank you for considering this request.

[Your name]

[Your title]

[Department, company]

Full agenda and registration: kenx.org