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 AI in GxP: Pilot to Production to Scale 2027

Dear **[Manager's name]**,

I would like to request approval to attend AI in GxP: Pilot to Production to Scale, taking place May 11–12, 2027, in San Francisco, California. The two-day program, produced by KENX, focuses on moving AI from pilots into validated GxP production across quality, manufacturing, and the lab. It covers AI in quality operations, validating AI under GMP, AI on the manufacturing floor, scaling across a network, and leadership and adoption, with sessions on AI agents in the deviation workflow, batch record review, platform qualification and reusable validation packages, and an "Ask the Regulator" Q&A.

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, a $500 saving on the standard $1,995 rate. It includes all sessions on both days, the exhibitor showroom, presentation slides, session recordings, templates and checklists, a certificate of attendance, breakfast, lunch, and refreshment breaks, and the networking 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]