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 Puerto Rico 2027

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

I would like to request approval to attend AI in GxP Puerto Rico 2027, a focused one-day program produced by KENX and run twice on back-to-back days: March 31, 2027, in Arecibo and April 1, 2027, in Ponce. I plan to attend the **[Arecibo / Ponce]** session. Local manufacturers will show the AI they have taken from pilot into validated production and scaled across lines and sites, and a former FDA investigator will explain what inspectors will ask about it.

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 $695.00 (USD) if booked by December 31, 2026. It includes all sessions, the event compendium, lunch and refreshment breaks, the AI governance charter template and 9090-day playbook#8209;day playbook, and a certificate of attendance.

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]