CSV & CSA European Congress 2027 – Justification Letter

Instructions: Copy the letter below into an email to your manager, replace the bracketed fields, and delete these instructions before sending.

Subject: Request to attend CSV & CSA European Congress 2027

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

I'd like to request approval to attend the KENX CSV & CSA European Congress, a two-day in-person event in Dublin, Ireland on June 15–16, 2027. The sessions focus on getting ready for the new EU GMP Annex 11, with practical guidance on risk-based CSV and CSA, GAMP 5 Second Edition, and data integrity.

I'll bring back case studies, tools and practical approaches from subject matter experts that we can apply at **[company name]**.

The Special Rate is €1,495 (excluding VAT) if I register by December 31, 2026. It includes all sessions, meals, refreshment breaks and the networking reception.

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

Thank you for considering this request.

Best regards,

[Your name]

[Your title]

[Department, company]

Full agenda and registration: kenx.org/conferences/csv-csa-european-congress