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 GCP & AI in Clinical Operations 2027

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

I would like to request approval to attend GCP & AI in Clinical Operations, taking place October 13–14, 2027, in Research Triangle Park, North Carolina. The two-day program, produced by KENX, covers E6(R3) in practice, CRO and vendor oversight, and AI that actually helps trials. It includes sessions on overseeing a CRO that uses AI, risk-based monitoring and QTLs, GCP and AI terms for vendor contracts, and inspection readiness, plus facilitated breakouts, a hands-on master class, and a demo lab where attendees score AI tools for oversight. The planning committee includes leaders from GSK, Clinical Excellence GmbH, and TraceLine Solutions.

I expect to bring back practical tools we can apply at **[company name]**, including an E6(R3) quick guide and oversight plan template, an AI vendor question set and contract clause library, an AI tool evaluation scorecard, and a 90-day oversight plan.

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, one master class, the demo lab and exhibitor showroom, breakfast, lunch, and refreshment breaks, and a 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]