GMP University 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 GMP University 2027

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

I'd like to request approval to attend KENX GMP University, a two-day in-person event in Dallas, TX on November 3–4, 2027. The sessions focus on change control, risk, audits and investigations, with practical guidance on inspection readiness, CAPA effectiveness, supplier qualification, 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 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/gmp-university