KENX
KNOWLEDGE EXCHANGE NETWORK

LABORATORY UNIVERSITY 2027 · JUNE 2–3, 2027 · SAN DIEGO, CA

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 Laboratory University 2027

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

I would like to request approval to attend Laboratory University 2027, taking place June 2–3, 2027, in San Diego, California. The two-day program, produced by KENX, runs two parallel tracks. Analytical & QC covers method lifecycle under ICH Q14, Q2(R2), and USP, method transfer, OOS/OOE investigations, and data integrity and lab modernization. Stability Programs covers the consolidated ICH Q1 guideline, predictive stability modeling, OOS/OOT in stability, and stability for biologics and cell and gene therapies. Sessions are led by lab directors, QC managers, stability leads, and analytical scientists from manufacturers, biotechs, CDMOs, and regulators.

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 $300 saving on the standard $1,795 rate. It includes all sessions on both days, the exhibitor showroom, 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]