Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll in the Certified EU Good Clinical Practice Manager (CGCP™) program to enhance my expertise in clinical trial governance, regulatory compliance, and participant safety management within the European research landscape. This industry-recognized certification is highly relevant to our operations and will strengthen my ability to manage GCP-compliant, ethically sound, and inspection-ready clinical trials across the EU and global regions.

Led by Dr. Agnieszka Sokol, a distinguished expert in EU GCP compliance and quality management, this program provides in-depth training aligned with EU Clinical Trials Regulation (CTR 536/2014), ICH E6(R3), and GDPR requirements. It covers practical frameworks for trial oversight, data integrity, pharmacovigilance, and audit readiness, offering tools to improve quality systems, optimize monitoring strategies, and ensure regulatory excellence.

Some of the key skills this program will provide include:

- EU Clinical Trials Regulation (CTR 536/2014) Compliance and Implementation
- ICH E6(R3) Principles and GCP Quality Systems
- Ethics Committee Oversight and GDPR-Aligned Participant Protection
- Sponsor, Investigator, and CRO Oversight Responsibilities
- Risk-Based Quality Management (RBQM) and TMF Maintenance
- Clinical Trials Information System (CTIS) Operations and Transparency
- Pharmacovigilance and Safety Reporting (AE/SAE/SUSAR)
- Audit, Inspection Readiness, and CAPA Development

I believe the skills gained from this program will significantly enhance my ability to support our organization's commitment to ethical, high-quality, and compliant clinical research. By mastering GCP principles, governance frameworks, safety reporting, and quality systems, I will be better equipped to ensure regulatory alignment, streamline trial operations, and mitigate compliance risks. This certification will empower me to contribute more effectively to clinical trial success and uphold the highest standards of research integrity across our projects in the EU region.

Thank you for considering my request. I look forward to your approval to attend this valuable program.

Sincerely,
Your Name