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

Date

Dear {Manager},

I would like to enroll to the Certified UK Good Clinical Practice Manager (CGCP) program to enhance my expertise in clinical trial governance, regulatory compliance, and participant safety management. This industry-recognized certification is highly relevant to our work and will strengthen my ability to manage ethically sound, scientifically robust, and regulation-compliant clinical trials within the UK framework.

Led by Karl Ward, a respected clinical research leader, educator, and Good Clinical Practice (GCP) specialist, this program provides advanced training in ICH GCP R3 (2025/26), MHRA and HRA regulatory requirements, IRAS submissions, NHS approvals, and Research Ethics Committee (REC) processes. It also offers practical strategies to manage the full clinical trial lifecycle—from feasibility and study set-up to safety reporting, oversight, and inspection readiness. The applied modules will enhance my ability to optimize approvals, strengthen governance frameworks, and improve operational efficiency.

Some of the key skills this program will provide include:

- ICH GCP R3 Compliance and UK Regulatory Alignment
- MHRA, HRA & REC Approval Processes
- IRAS Submissions and NHS Site Set-up
- Protocol Development and Trial Lifecycle Management
- Investigator and Sponsor Oversight
- Informed Consent and Patient Recruitment Strategies
- Safety Reporting (AE/SAE/SUSAR) and Pharmacovigilance
- Risk-Based Monitoring and CAPA Implementation
- Inspection Readiness and Audit Management

I believe the knowledge and skills gained from this program will significantly enhance my ability to support our organization's commitment to high-quality, compliant clinical research. It will enable me to proactively manage compliance risks, improve trial efficiency, and ensure regulatory alignment across all study phases. This certification will strengthen my contribution to delivering successful, inspection-ready clinical trials in the UK environment.

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

Sincerely,

Your Name