



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

Date

Dear {Manager},

I would like to enroll to the Australia Clinical Trial TGA Regulations and GCP Compliance program to further enhance my knowledge in the clinical trials regulations and I would like to gain your approval to attend this program. By attending this program, I will gain Certification in Australia Clinical Trial Regulations and Compliance which helps me gain expertise in the legislative and regulatory frameworks governing clinical trial practices in Australia, empowering me to assist our organization in developing robust TGA and GCP compliance frameworks for clinical trials that ensures compliance and elevates quality and ethical standards.

Led by Melinda Borrelli, a distinguished clinical research and GCP training expert, this program will empower me with comprehensive and current knowledge of the complex legal and regulatory landscape governing clinical trials in Australia and enable me to devise legally compliant strategies and a robust framework for clinical trial management within our organization. Additionally, the course will offer insights into TGA regulations, Good Clinical Practice (GCP) guidelines, protocol content requirements, safety monitoring guidelines, and stringent documentation standards and reporting protocols ensuring our organization's adherence to a stringent compliance framework. Some of the key skills this program will bring include:

- Australia's Clinical Trials Legislation
- Good Clinical Practice
- TGA Regulatory Compliance
- Clinical Trial Administration
- Ethical Research
- GDPR Compliance
- Clinical Trial Auditing
- Clinical Trial Reporting
- CTN/CTA Approval Process

I believe these skillsets will prove invaluable to me and you can be assured that after attending this virtual program, I will be able to contribute even further to our organization's compliance and quality framework aligning to Australia's clinical trial legislation and regulatory framework. I strongly believe that these key skills will also significantly enhance our company's ethical and quality standards in clinical trials ensuring participant safety.

I look forward to gaining your approval to attend this virtual training program.

Sincerely,  
Your Name