



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

Date

Dear {Manager},

I would like to enroll in the Australia Therapeutic Goods Administration (TGA) Regulations & Compliance program to further enhance my knowledge in the Australian regulatory landscape for therapeutic goods and I would like to gain your approval to attend this program. By attending this program, I will gain in-depth knowledge of Australia's Therapeutic Goods Administration (TGA) regulations, including legal requirements, recent updates, and compliance best practices. This advanced knowledge and skills is essential for ensuring our products and clinical research meet the highest standards of safety, quality, and efficacy, and for mitigating the risks associated with non-compliance.

Led by Melinda Borrelli, a distinguished clinical research expert, this program will provide me with develop expertise in adhering to TGA-mandated safety, quality, and efficacy requirements for pharmaceuticals, medical devices, and biologics. I will also gain insights on actionable strategies for regulatory compliance, risk management, and post-market surveillance, equipping me with the skills to implement effective compliance plans and ensure the safety and efficacy of therapeutic goods. Some of the key skills this program will bring include:

- TGA Regulatory Expertise
- ARTG Registration
- GMP and GCP Implementation
- Recall Procedures
- Inspection Preparedness
- CTN & CTX Schemes
- Risk Management Plans (RMPs)
- Compliance Documentation & Reporting

I believe these skillsets will prove to me invaluable to me and you can be assured that after attending this virtual program, I will be better equipped to ensure our products comply with TGA regulations, maintain our organization's reputation for quality and safety, and drive innovation in the therapeutic goods industry. Additionally, the knowledge and expertise I will gain will have a significant impact on our organization's regulatory compliance and overall success.

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

Sincerely,
Your Name