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

Date

Dear {Manager},

I would like to enroll in the Certified UK Clinical Trials Project Management (CCT™) program to strengthen my expertise in managing clinical trial operations, ensuring Medicines and Healthcare products Regulatory Agency (MHRA) and Health Research Authority (HRA) compliance, and aligning with ICH-GCP (R3) standards. I would like to seek your approval to attend this program, which will enhance my ability to oversee end-to-end clinical trials, improve operational efficiency, and uphold ethical and regulatory standards critical to our organization's success.

Led by Fiona Wallace, BSc (Hons), a globally recognized Clinical Research Director, trainer, and GCP compliance expert, this certified program will equip me with the knowledge and skills to manage the full lifecycle of UK clinical trials, from protocol design and Clinical Trial Authorisation (CTA) submissions to monitoring, inspection readiness, and study closure. It will also enhance my capabilities in risk-based quality management, data integrity, and stakeholder coordination. Some of the key skills this program will bring include:

- MHRA and HRA Regulatory Compliance
- ICH-GCP (R2/R3) Standards Application
- Clinical Trial Authorisation (CTA) Management
- Ethical Approval and Informed Consent Oversight
- Protocol Design and Quality-by-Design (QbD) Implementation
- Site Selection, Initiation, and Performance Management
- Risk-Based Quality Management (RBQM) and CAPA Systems
- Trial Master File (TMF) and Documentation Control
- Inspection Readiness and MHRA Audit Preparation

I believe these skills will be instrumental in strengthening our clinical research operations, improving compliance outcomes, and reducing the risk of costly regulatory findings. In addition, this program will allow me to earn the Certified UK Clinical Trials Project Management (CCT™) designation, a globally recognized credential that validates professional excellence in trial leadership, ethical conduct, and regulatory alignment.

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

Sincerely,
Your Name