Research and Development Department

Royal Papworth Hospital NHS Foundation Trust

Papworth Road

Cambridge Biomedical Campus

Cambridge, CB2 0AY

Extension

Direct line

Fax:

Email:

*Address*

*Date*

Dear

Re: *Study title*

*Study close out letter should include the following:*

* *Thank the investigator for their participation*
* *Summarise patient status (recruitment, withdrawals, SUSARS etc.)*
* *Remind the investigator of any continuing trial obligations (e.g. archiving)*
* *Advise of the dates of the site closure, audit or inspections visits*
* *Solicit any queries in procedure*
* *Solicit any outstanding invoices for per patient or other outstanding costs*
* *Arrange for the return of trial supplies and/or drug supplies if applicable*
* *Outline the results of the trial or provide a copy of the report*
* *Inform the investigators, if possible, of the timing of the publication*

Please do not hesitate to contact me if you have any questions.

Yours sincerely,