Date

Addressee

Dear Investigator/Coordinator

***RE: P0 number Protocol title – [On-site/remote/hybrid] [initiation/close-out/monitoring] Visit (number of visit if applicable?)***

I am pleased to confirm I have completed my monitoring visit for the above study that took place on:

*Time/date (DD/MMM/YYYY) with XXXXX and XXXX from the study team.*

The following list of patients (if applicable) and documents were reviewed:

*e.g.: source notes, hospital notes, case report form, Site File/Pharmacy File*

The following departments were visited e.g. Pharmacy/Laboratories………(if applicable)

*Give a brief summary of the visit and queries and highlight any major findings*. “There were a couple of minor queries that I’ve asked to be checked, the details of these are in the attached reports. Once these have been addressed, please complete the study team response fields in the reports"

*Provide timelines for completion*. “I would be grateful if you could complete and sign the report, then return to me within 4 weeks, please”.

*\*Please note the study will be stopped if the queries are not completed within suitable timelines*

Please do not hesitate to contact me if you have any questions regarding this visit

Yours Sincerely

***Name***

***Job Title***