Date

Addressee

Dear Investigator/Coordinator

***Protocol title/number***

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

*Time/date (DD/MMM/YYYY)*

The following list of patients and documents were looked at:

*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.

Please provide timelines for completion.

*\*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***