[PI name]

[PI address]

[Date]

Dear [PI name],

**RE: [STUDY NAME] Close Out Confirmation**

This letter confirms that any actions identified during the close out of your site for the above study have now been resolved and the site is closed. You can now begin the archiving process.

I would like to take this opportunity to thank you and the team at [site name] for all of your efforts during the study.

The end of study report will be circulated to all sites in due course [update as required]. Please file this in the Investigator Site File when received and archive the file according to local procedure. All essential study documents, including source data held in medical records, must be retained for at least [enter archiving period] years from the end of study in compliance with the protocol and regulatory requirements. Please be advised that audits and inspections can occur for the study after site close out.

Authorisation must be sought from the Sponsor prior to destruction of any essential documentation at site. The Sponsor must also be informed if there is a change to the details of the lead archiving contact identified at your site. The Sponsor can be contacted at [enquiries@accord.scot](mailto:enquiries@accord.scot).

Please file this letter and all other close out documentation in the relevant section of the Investigator Site File to document site closure.

If you have any questions or require any further information please do not hesitate to contact the trial office [enter trial office email address].

Yours sincerely,

CC