<PI name>

<PI address>

<Date Letter Sent>

Dear Dr <PI name>,

**Follow Up Letter: <STUDY NAME> - <MONITORING VISIT TYPE> - <DATE OF VISIT>**

Thank you to you and the study team for your time and assistance during the monitoring visit conducted on <date of monitoring visit>. During the visit I reviewed <brief description of visit>.

<The monitoring visit also included a visit to the Pharmacy Department.>

Please see below for a list of findings and actions resulting from the visit.

**Informed Consent**

*Action:*

**Eligibility**

*Action:*

**Safety**

*Action:*

**Pharmacy**

*Action:*

**Deviations**

*Action:*

**Delegation Log**

*Action:*

**Investigator Site File**

*Action:*

**Individual Participant Issues**

Please see the attached table for a note of the individual participant issues identified during the review of the data. The points requiring action are highlighted and should be completed by the site team, if you wish to discuss any of these please get in touch.

*Action: Resolve highlighted queries in SDV table.*

Please note that any changes made to trial or source documentation as a result of this monitoring visit should be made leaving a clear audit trail and dated consistently with the time the change is made.  For further guidance please see ACCORD SOP CR004.

Please refer to the attached Monitoring Visit Action Log for a full list of the open action items. Please ensure that these are resolved in a timely manner.

If you or the team wish to discuss any of the points in this follow up letter, or any other issues, please do not hesitate to get in touch.

Yours sincerely,

<NAME>

<ROLE>

<ADDRESS>

<EMAIL>

<PHONE>

CC: