

To

From

Date

Subject: Protocol Number and Name monitor visit

Dear Dr. (Name)

It was a pleasure to meet with you at the conclusion of the Monitor visit for protocol identifier and name on (date). I would like to thank you and your staff for the time and assistance provided during this visit..

During the visit, the following was accomplished /addressed:

CR/source documentation review  
Drug accountability of Investigational Product  
Regulatory Binder  
Other issues

The following outstanding items were noted and need to be completed and faxed to me at (fax number):

List outstanding items

Additional actions need to be completed by your staff:

It has been a pleasure working with you. Should you have any questions or concerns, please contact me at (telephone number, fax etc.)

Sincerely,