Research and Development Department

Royal Papworth Hospital NHS Foundation Trust

Papworth Road

Cambridge Biomedical Campus

Cambridge, CB2 0AY

*PI Name*

*Address*

*Date*

Dear *PI Name*

Re: *P0 Number* *Full Study title*

The *[Sponsor or Sponsor Investigator (SI)]* would like to thank you for your participation in the *[xxx*] study. It has been a pleasure working with your entire staff and we appreciate all of the hard work that was put toward the study.

*Study close out letter should include the following where applicable:*

* *Thank the investigator for their participation*
* *Summarise patient status (recruitment, withdrawals, SUSARS etc.)*
* *Remind the investigator of any continuing trial obligations (e.g. archiving)*
* *Advise of the dates of the site closure, audit or inspections visits*
* *Solicit any queries in procedure*
* *Solicit any outstanding invoices for per patient or other outstanding costs*
* *Arrange for the return of trial supplies and/or drug supplies if applicable*
* *Outline the results of the trial or provide a copy of the report*
* *Inform the investigators, if possible, of the timing of the publication*

If there are any questions regarding your site’s closure, please contact me at *Phone number* or *email address*.

Yours sincerely,

*Signature*

Study Project Manager

Phone number

Email address