*Date*

*Investigator*

*Address*

Dear Dr. *Investigator*

**Re: *P0 number and study title* *– [On-site/Remote/Hybrid] [Initiation/Close-out] Monitoring Visit***

I am writing to confirm my [onsite or virtual or hybrid] monitoring visit for this study at your site on [Day/Date(s)] at [Time(s)] to meet with you and your study staff: [List applicable staff].

At this visit, I would like to accomplish the following:

* Review Investigator Site File
* Review CRFs and participant charts [List participant(s), if applicable]
* Check Investigational Product Dispensing and Storage [if applicable]
* [list other tasks as applicable] (Laboratories)

I may need to review source data on the patient’s electronic medical records. If there are any patient privacy forms I need to sign, please send these to me ahead of time.

Prior to my departure, I may wish to speak with you briefly to discuss any concerns and/or new safety data.

I look forward to meeting with you and your team. In the interim, if you have any questions or concerns, or need to re-schedule this visit then please contact me at [*Monitor’s Contact Number*].

*\*Please be aware that monitoring is an integral part of the study and the study will be stopped if the monitoring queries are not completed within a suitable amount of time.*

Yours Sincerely

*Name*

*Job Title*

cc

[Study Research Coordinator]

[Study Project Manager]