

Date

To

Subject: Monitor Visit for (Protocol title)

Dear Dr. (PI name)

This letter is to confirm the Site Monitor Visit for protocol (protocol title and identifier) which is scheduled for (Date(s) and Time).

The following subjects will be monitored at this visit:

The following documents should be available to me:

Medical Records
Case Report Forms
Regulatory Binder
Pharmacy Access
Scans (if applicable)
etc

Name (study coordinator) should be available to meet with me during the conduct of this visit. I would like to meet with you at the conclusion of my visit to discuss the results of the visit.

Please do not hesitate to contact me (or name) at (telephone number, email) should you have any concerns or questions.

Sincerely,