

## SITE SET UP INTRODUCTORY LETTER TEMPLATE

September 21, 2017

Address

RE: Site Organizational Description for Dr(s). \_\_\_\_\_

Hello \_\_\_\_\_

Thank you for selecting our site to participant in the \_\_\_\_\_ study.

Please allow me to provide you with some contact information and a brief description our site organizational structure.

I am the Director of Clinical Research for our site. Contact me when there are questions or issues about financial matters or overall study management. I can be reached at (XXX) XXX-XXX or email \_\_\_\_\_.

\_\_\_\_\_ is responsible for all of our Regulatory Documents. Please contact \_\_\_\_\_ with any questions relating to regulatory affairs. \_\_\_\_\_ can be reached at (XXX) XXX-XXXX.

\_\_\_\_\_ will be the primary coordinator for this study. Please contact \_\_\_\_\_ with any questions regarding patient care issues, case report form completion, and queries. \_\_\_\_\_ can be reached at (XXX) XXX-XXXX.

Sincerely,

Director of Clinical Research