[Date]

[Investigator]

[Address]

# Re: [Protocol Number and Title]

Dear Dr. [Investigator name],

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

At this visit I would like to accomplish the following:

* Review Investigator Study File
* Review CRFs and subject charts [List subject(s), if applicable]
* Check Drug Dispensing and Storage
* [list other tasks as applicable]

Prior to my departure, would like 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 please contact me at [Monitor’s Contact Number].

Regards,

[name]

[title]

cc

[Study Research Coordinator]

[Study Project Manager]