[Date]

[Investigator]

[Address]

**Re: [Protocol Number and Title]**

Dear Dr. [Investigator name],

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]

Prior to my departure, I 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 via phone or email [Monitor’s contact number or email address].

Regards,

[name]

[title]

cc

[Study Research Coordinator]

[Study Project Manager]