

# Request for Clinical Trial Site Qualifications

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the qualifications of [Trial Site Name] as a potential clinical trial site for our upcoming study on [Study Title]. We are currently in the process of selecting sites that have the capability and expertise to conduct this trial effectively.

We would appreciate it if you could provide us with the following information:

- Site's experience with [relevant indication or procedures]
- Information on the investigators and their qualifications
- Details on the site's patient population
- Availability of necessary resources and facilities
- Previous clinical trials conducted at the site

Please feel free to include any additional information that you believe would be relevant to our evaluation. We are aiming to finalize site selection by [date], so your prompt response would be greatly appreciated.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]