

Adverse Event Report Clarification Follow-Up

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

We are following up regarding the adverse event report submitted on [Insert Submission Date] pertaining to [brief description of the adverse event]. To ensure we have a complete understanding and can take appropriate actions, we require clarification on the following points:

- [Clarification Point 1]
- [Clarification Point 2]
- [Clarification Point 3]

Your timely response to this request would be greatly appreciated as it will assist us in our ongoing investigation and ensure the safety of all involved.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]