

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Reminder: Resolution of Adverse Event Report

Dear [Recipient's Name],

This is a reminder regarding the unresolved adverse event report submitted on [Insert Report Submission Date], with reference number [Insert Reference Number]. As the deadline for resolution is approaching, we kindly request you to provide an update on the status of this report.

Your prompt attention to this matter is greatly appreciated to ensure compliance and the safety of our participants.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]