

Clinical Trial Protocol Adjustment Announcement

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Recipient Name],

We are writing to inform you about an important adjustment to the clinical trial protocol for the [Insert Trial Name] study (Trial ID: [Insert Trial ID]). After careful consideration and review, we have made the following changes:

- **Change 1:** [Brief description of the change]
- **Change 2:** [Brief description of the change]
- **Change 3:** [Brief description of the change]

The adjustments are made to ensure the safety of our participants and optimize the study outcomes. We believe that these changes will contribute to the overall success of the trial.

Please feel free to reach out if you have any questions or need further clarification regarding the protocol adjustments. We appreciate your understanding and continued support.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Contact Information]