

# Protocol Amendment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of an amendment to the protocol for the clinical study titled "[Study Title]" (Protocol Number: [Protocol Number]). This amendment has been approved by [Institution/Board Name] and is effective as of [Effective Date].

The changes outlined in this amendment include:

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

We believe these changes will enhance the study's efficiency and ensure the safety and welfare of the participants. Please review the amended protocol attached to this letter.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Contact Information]