

Clinical Trial Audit Request

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Food and Drug Administration

[FDA Address]

[City, State, Zip Code]

Dear [FDA Inspector's Name],

I am writing to formally request an audit of our clinical trial [Trial Name or ID] conducted at [Site Name] as part of our commitment to ensuring compliance with FDA regulations and guidelines.

The trial was initiated on [Start Date] and is currently in the [Phase/Status] stage. We believe that a thorough audit will enhance the integrity of our study and address any compliance concerns proactively.

We are prepared to provide all necessary documentation and facilitate the audit process at your earliest convenience. Please let us know your available dates for the inspection.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]