

Clinical Trial Data Request

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Request for Clinical Trial Data Ahead of Regulatory Inspection

Dear [Recipient Name],

I hope this message finds you well. As we prepare for the upcoming regulatory inspection scheduled for [insert date], we would like to formally request access to the clinical trial data related to [insert trial name or number].

In order to facilitate a thorough review and ensure compliance with regulatory standards, we kindly ask for the following information:

- Summary of clinical trial design and methodologies
- Patient enrollment records
- Interim and final efficacy and safety results
- Any amendments made to the trial protocol

- Raw data sets and corresponding analysis reports

Your timely cooperation in providing this information is greatly appreciated as it will assist us in ensuring a smooth inspection process. If you have any questions or require further clarification, please do not hesitate to reach out to me directly at [your phone number] or [your email address].

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]