

Follow-Up Letter Post-Inspection

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We appreciate your cooperation during the recent inspection of the clinical trial [Trial Name/ID] conducted on [Date of Inspection]. This letter serves as a follow-up to address any findings and recommendations discussed during the site visit.

Upon review, we noted the following:

- [Finding/Observation 1]
- [Finding/Observation 2]
- [Finding/Observation 3]

We kindly request that you provide a response to these findings by [Response Due Date]. Your feedback and any corrective actions you plan to undertake will help us ensure compliance with regulatory standards.

If you have any questions regarding this correspondence, please feel free to reach out at [Your Contact Information].

Thank you for your attention to these matters. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]