

Clinical Trial Inspection Findings Communication

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We wish to inform you of the findings from the recent inspection conducted on [Insert Date of Inspection] at the clinical trial site [Insert Site Name]. The purpose of this inspection was to assess compliance with applicable regulatory requirements and the protocol.

Inspection Findings

- Finding 1: [Describe finding]
- Finding 2: [Describe finding]
- Finding 3: [Describe finding]
- Additional findings: [Any additional notes]

Action Required

We request that the following actions be taken in response to the findings:

- Action 1: [Describe action required]
- Action 2: [Describe action required]

Please submit your response and any corrective action plans to our office by [Insert Deadline Date]. Should you have any questions or require further clarification, do not hesitate to contact us at [Insert Contact Information].

We appreciate your cooperation in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]