

Clinical Trial Regulatory Query Resolution Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Regulatory Authority Name]
[Regulatory Authority Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Response to Regulatory Query Regarding Clinical Trial [Trial Number]

We appreciate your feedback and queries regarding our clinical trial [Trial Name or Number]. This letter aims to address the specific concerns raised during the recent inspection, conducted on [Date of Inspection].

Query 1: [Brief Title of Query]

[Provide a detailed response addressing this query.]

Query 2: [Brief Title of Query]

[Provide a detailed response addressing this query.]

Query 3: [Brief Title of Query]

[Provide a detailed response addressing this query.]

We understand the importance of compliance and are committed to ensuring that all regulatory requirements are met. Please find attached additional documents supporting our responses for your reference.

We appreciate your guidance and support throughout this process. Should you have further questions or require additional information, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]