*<Insert Sender Address>*

Tel: *<Insert sender Tel>*

Fax: *<Insert sender Fax>*

<*Insert Address of Recipient>*

<*Insert date in dd/mmm/yyyy format>*

Dear

***Re:****<Insert Study Title>*

***RRK Reference:***

***Ethics Reference Code:***

This letter is to inform you that the above named study, for which the University Hospitals Birmingham (UHB) NHS Foundation Trust is Sponsor, has now completed all study related procedures. Please ensure that all study related procedures have been completed at all participating sites. Ensure that the site file(s) have been checked and inform the UHB R&D Governance Office (<tel:01213714185>), email: [Deborah.Popoola@uhb.nhs.uk](mailto:Deborah.Popoola@uhb.nhs.uk)

) of any potential issues that are in the process of being addressed.

If any participants are still in follow-up, please ensure that the follow up visits are completed as per the study protocol.

Please ensure that any remaining IMP has been reconciled according to protocol. Where any biological samples remain, please ensure appropriate arrangements are made for transfer of remaining samples. Ensure final data transfer and database lock has been performed (where appropriate). <*amend as applicable>*

Please also ensure that final invoices for payments are raised. <*amend as applicable>*

Enclosed for your information is the study closeout checklist. This is a tool to aid you in the closeout process at your site, it is generic and is not study specific, please amend as necessary.

Yours sincerely