[Date]

[Investigator]

[Address]

# **Re: [Protocol Number and Title]**

Dear [Investigator Name]:

The CTN and [Sponsor or Sponsor Investigator (SI)] would like to thank you for your participation in the [xxx] study. It has been a pleasure working with your entire staff and we appreciate all of the hard work and energy that was put toward the study.

Please notify your site’s REB/IEC that your site has been closed from CTN [XXX], [Protocol].

[Include details of the following as applicable:

* Anticipated timing of receiving any outstanding payments;
* Anticipated timing for availability of the final report;
* Feedback regarding site performance in the clinical trial;
* Possibility of Sponsor and government audits and additional queries
* Publication policy]

[As per the *Food and Drug Regulations, Section C.05.012(4)* or *Natural Health Products Regulations*, Section 76(4)], your site is required to store study documents for [15] years or [per local institutional requirements (for non regulated studies)]. Please notify me of the location of the file archive.

Please sign and date on the final page of this letter, and return the signed form to my attention at the email address below.

If there are any questions regarding your site’s closure or anything else, please contact me at [phone number] or by e-mall at [email address].

On behalf of [Sponsor or SI] and the CTN, I would like to thank you and your entire staff for your support in this important research.

Sincerely,

[study Project Manager]

Phone: [phone number]

Fax: [fax number]

E-mail: [email address]

Cc:

[Study Research Coordinator]

**Notification Acknowledgement**

I hereby acknowledge notification of site closure for this study and agree to fulfill the above-mentioned obligations:

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Qualified/Site Investigator Name Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (dd-mmm-yyyy)