**Email Subject:**

R&I Ref XXXXXXXXX Protocol No XXXXXXXXXXX Amendment X – date and category

Dear Dr X,

**R&I Ref**: XXXXXXXXX    **Ethics Ref**: XX/XXXXX/XX

**Investigator and site(s)**: Dr X

**Project Title**: A Phase II, Single Arm, Single Agent, Multicentre, Study….

**Protocol Number: XXXXXXXXXXX**

**Amendment:** Amendment X – date and category

**Sponsor**:

I am pleased to inform you that R&I acknowledges the above amendment and the following documents.

|  |  |  |
| --- | --- | --- |
| Document | Version | Dated |
|  |  |  |
|  |  |  |

I wish you every success with this research project.

Yours sincerely,

Research and Innovation Department

cc. Sponsor, CRO, Regulatory Administrator, study nurse/coordinator etc