Dear <Insert Name>,

I am contacting you from NHS Greater Glasgow and Clyde Research and Innovation in relation to <Insert Trial Name, Reference and Site>.

In order to maintain oversight of ongoing trials, Research and Innovation are asking trials to complete the attached health check questionnaire in lieu of an on-site audit. This has been tailored to the specifics of your trial and should be answered in relation to the site detailed above.

We propose that the attached form is completed and returned within 30 days of receipt of this E-Mail, <Insert Date>. If there are any issues with achieving this timescale please feel free to get in touch and propose an alternative.

In the process of completing the questionnaire the R&I Audit Team are available at any time to provide guidance and assistance as needed.

Following the return of completed questionnaires, R&I will complete a review of responses and follow up if there are any clarifications as required.

Your assistance is greatly appreciated.

<Insert your standard E-Mail sign off>