**SUBJECT: IMP RELEASE EMAIL – INSERT STUDY ACRONYM**

Dear Sponsor Pharmacy Team

|  |  |
| --- | --- |
| **Study Title:** | ***INSERT FULL STUDY TITLE*** |
| **Sponsor R&I Reference:** | ***INSERT SPONSOR R&I REFERENCE*** |
| **Chief Investigator:** | ***INSERT CI NAME*** |
|  |  |
| **Local Principal Investigator:** | ***INSERT PI NAME*** |
| **Site Name/Number:** | ***INSERT SITE NAME/NUMBER*** |
| **GMC Number (if available):** | ***INSERT GMC NUMBER*** |

Thank you for your email confirming that the above site has been initiated by sponsor pharmacy, and that all necessary pharmacy arrangements are now in place as of (insert date of pharmacy initiation). The site has now been issued with Green For Go on (insert date of GFG). A copy of this email is attached for your records.

I would be grateful if the following could now be actioned:

* Please initiate IMP being sent to site
* Please confirm with the study project manager when IMP delivery to site is complete
* Please request that the site is activated on the study webportal/DSM system

Kind Regards

***INSERT NAME OF PROJECT MANAGER***