27-Dec-18

«First\_Name» «Last\_Name» «Contact\_Credentials»

«Organization»

«First\_Address\_Line»

«Second\_Address\_Line»

«City», «Contact\_State» «Postal\_Code»

Re: Medical Research Agency, «Committee»

Protocol: «Protocol\_Number»

Title: «Protocol\_Full\_Title»

Dear Dr. «Last\_Name»,

Recently you were contacted to discuss your participation as «Role» of the «Committee» for the above-referenced protocol. On behalf of Medical Research Agency (MRA), we would like to thank you for your participation and for providing your time and expertise to MRA and the investigators. Specific details regarding this protocol are included in the attached Protocol Summary.

The MRA Clinical Safety Support (CSS) staff will be working with MRA to set up and facilitate the «Committee\_Type» meetings. To complete the documentation required for your participation, please review, complete, sign, and fax or email a copy of the attached Contact Information Form, and your current CV to me at 1-800-867-5309 (U.S. only) or at 301-222-4444 (International) as soon as possible. Please retain the original for your files.

«mtgsnt» The objectives of this teleconference include the review of the «Committee\_Type» Charter, development of procedures for conducting business, and scheduling the next teleconference.

Study-related documents will be posted to a secure web server for meetings. You will be provided instructions and a username/password to access this system.

Thank you again for your participation on the «Committee\_Type». If you have any questions or require any clarification related to your participation, please contact me at 301-222-3333 or via email at [css@medicalresearch.com](mailto:css@medicalresearch.com).

Sincerely,

John Smith, MS

Clinical Safety Support

Example Corporation

1234 Main Street, Suite 9001

Bethesda, MD 20817

Phone: 301-222-3333

Email: jsmith@example.com