#define X-VAULT-EMPTYVALUE “N/A”

19 Oct 2025

Site#: ${site\_\_ctms}

${site\_\_ctmsr.location\_\_vr.organization\_\_clin}

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ${Rowset(site\_\_ctmsr)}   |  | | --- | | ${Rowset(location\_\_vr)}${address\_line\_1\_\_clin} | | ${HideRowIf(IsBlank(address\_line\_2\_\_clin))}${address\_line\_2\_\_clin} | | ${HideRowIf(IsBlank(address\_line\_3\_\_clin))}${address\_line\_3\_\_clin} | | ${town\_city\_\_clin} | | ${state\_province\_region\_\_clin} | | ${postal\_zip\_code\_\_clin} | | ${country\_\_v} | |

Re: Protocol#: ${study\_\_ctmsr.name\_\_v}

Protocol Entitled: ${study\_\_ctmsr.protocol\_title\_\_clin}

${object\_type\_\_v} Confirmation Letter

Visit Date: ${planned\_visit\_start\_date\_\_ctms} - ${planned\_visit\_end\_date\_\_ctms}

Dear Dr. ${site\_\_ctmsr.principal\_investigator\_\_v},

This letter serves as confirmation that a ${object\_type\_\_v} for the above mentioned protocol is scheduled for ${planned\_visit\_start\_date\_\_ctms}. I anticipate that the following individuals will need to be available for a designated portion of this time:

|  |
| --- |
| ${Rowset(monitoring\_visit\_participants\_\_ctmsr WHERE invited\_\_ctms != false)}  ${RepeatRow()}   * ${name\_\_v} |

During this visit, I plan to complete the following activities:

|  |
| --- |
| ${Rowset(monitoring\_activities\_\_ctmsr)}  ${RepeatRow()}   * ${standard\_monitoring\_activity\_\_ctmsr.name\_\_v} |

Additionally, the following items still require action:

|  |
| --- |
| ${Rowset(monitored\_opened\_before\_current\_\_vr WHERE monitoring\_follow\_up\_item\_\_vr.completion\_date\_\_v = null AND monitoring\_follow\_up\_item\_\_vr.include\_in\_site\_letters\_\_ctms = TRUE)} |
| | Date Opened | Description | Status | | --- | --- | --- | | ${RepeatRow()}  ${monitoring\_follow\_up\_item\_\_vr.opened\_date\_\_clin} | ${monitoring\_follow\_up\_item\_\_vr.description\_\_v} | ${monitoring\_follow\_up\_item\_\_vr.state\_\_v} | |

Thank you again for your participation in this important clinical research study. I look forward to meeting with you and your staff. In the interim, should you have any questions, please do not hesitate to contact me at ${study\_person\_\_ctmsr.phone\_number\_\_clin} or e-mail ${study\_person\_\_ctmsr.email\_\_clin}.

Sincerely,

${study\_person\_\_ctmsr.name\_\_v}

Clinical Research Associate

Veeva BioPharm