#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} Follow Up Letter

Visit Date: ${actual\_visit\_start\_date\_\_ctms} - ${actual\_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 was completed on ${actual\_visit\_end\_date\_\_ctms}. The following individuals were present for the visit:

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

The following activities were completed:

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

The following items were resolved at the visit:

| Date Opened | Description | Date Closed |
| --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | ${Rowset(monitored\_closed\_since\_last\_\_vr WHERE monitoring\_follow\_up\_item\_\_vr.completion\_date\_\_v != null AND monitoring\_follow\_up\_item\_\_vr.include\_in\_site\_letters\_\_ctms = TRUE)}  ${RepeatRow()}   |  |  |  | | --- | --- | --- | | ${Rowset(monitoring\_follow\_up\_item\_\_vr ORDER BY opened\_date\_\_clin ASC)}  ${opened\_date\_\_clin} | ${description\_\_v} | ${completion\_date\_\_v} | | | | |

The following items need to be addressed prior to the next monitoring visit:

| Date Opened | Description | Status |
| --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | ${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)}  ${RepeatRow()}   |  |  |  | | --- | --- | --- | | ${Rowset(monitoring\_follow\_up\_item\_\_vr ORDER BY opened\_date\_\_clin ASC)}  ${opened\_date\_\_clin} | ${description\_\_v} | ${state\_\_v} | | | | |

Thank you again for your participation in this important clinical research study. 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