**E-MAIL TO PRIMARY COORDINATOR**

**SUBJECT:**

OICN123456 project closure info request

**MESSAGE:**

I am beginning the process to close the referenced trial. Please confirm via return e-mail that all monitor visits have occurred, all queries have been resolved, all expenses have been charged, and all funds have been received from the sponsor. Please also e-mail me a scan of the sponsor close-out letter and the IRB termination letter. Thank you.

Thank you.