**Administrative Letter**

Date: <<MONTH DD, YYYY>>

Study: LCCC <<####: STUDY TITLE>>

Current Protocol Amendment # (enter 0 if no amendments)/Administrative Letter #: <<#.#>>

IND #: <<######>> (if applicable)

Dear Investigator:

This administrative letter is to document the <<change/clarification in XXXX>>

This is an administrative protocol change and does not significantly affect the safety of subjects, study scope, or scientific quality of the protocol. Accordingly, it may be implemented immediately, or as per your institutional IRB policy.

The changes made to the protocol are as follows: <<Enter change>>

Please maintain a copy of this administrative letter with your protocol. Please provide a copy to your Investigational Review Board as per your institutional policy.

Sincerely,

<<Name of Clinical Development Associate>>

<<Title of Clinical Development Associate>>

Lineberger Comprehensive Cancer Center

450 West Drive, Campus Box 7295

Chapel Hill, NC 27599

Phone: (919)<<###-#####>>

Email: <<Email address>>