**Template 2: Site Activation Email template**

SUBJECT: (Insert trial acronym) Clinical Trial Opening Notification

Dear Study Team,

**Trial name:**

**PI:**

**IRAS reference:**

**REC reference**:

The above trial is now open to recruitment at (Insert NHS Trust).

**Current versions:**

Protocol: (version and date)

IB / SmPC: (version and date)

Diary Card (where applicable): (version and date)

CRFs: (version and date)

Patient Information Sheet: (version and date)

Consent sheet: (version and date)

GP letter: (version and date)

Pharmacy manual: (version and date)

If you require any additional information, please contact (state name and contact details).

Kind regards

(Insert name)

(Insert job title)

(Insert contact details)