

NIHR Clinical Research Facility: Southampton

Name Surname
Organisation
Address line 1
Address line 2
Town/City
Postcode

Date
Sent by email

NIHR Address
Address line 1
Address line 2
Town/City
Postcode
T: XXXXXXXXX
E: email.address@nihr.ac.uk
nihr.ac.uk

Dear Salutation name,

Re: Topic of letter

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam elementum cursus velit. Nam mi lacus, ullamcorper quis venenatis scelerisque, eleifend eu ex. Aenean sed dignissim odio. Nullam at orci mi. Maecenas mauris erat, scelerisque sed est vestibulum.

- bullet 1
- bullet 2
- bullet 3

Heading 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean lacus tellus, dignissim eu aliquet eleifend, varius quis nisi. Phasellus scelerisque eu ligula sed cursus. Nulla suscipit, orci non varius euismod, leo lorem molestie ligula, quis lacinia massa nisi sit amet tortor. Vestibulum imperdiet sem lorem.

Yours sincerely,

[insert authorised signature]
Job title on behalf of XXXXX

cc: Relevant person 1, Job title
Relevant person 2, Job title

enclosed:
Annex 1
Relevant document 1
Relevant document 2

Annex 1: Title of annex

Explanatory text if required.

Annex content.