Month xx, 2024

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**Subject: IND #######, Serial Number ##### – IND Annual Report**

Dear [Contact Person],

Please refer to IND XXX initially submitted to the FDA on [day,month,year], and permitted to proceed on [day,month,year]. Enclosed is the annual report for the reporting period of [day,month,year] to [day,month,year].

Please reach me at XXX or \_\_\_\_\_\_\_\_\_\_\_\_@chop.edu if you have any questions or concerns.

Sincerely,

[Sponsor Name, Title]

Copy to: CHOP IND/IDE Support Program