*IND Annual Report: Cover Letter Template – On Sponsor-Investigator letterhead*

[Sponsor-Investigator or address]

[DATE]

[Recipient Address – FDA Project Manager Responsible for IND]

RE: Annual Report for IND Number for IND Number [Insert ###,###], for [Insert Product Name]

Dear [Insert FDA Project Manager Name],

Please find enclosed the annual report for ND Number [Insert ###,###], covering the reporting period from [Insert starting date] to [insert end date]. Please contact me at [Insert Sponsor contact information], if there are any questions or concerns regarding this submission.

Sincerely,

[Sponsor-Investigator Name]

[Title]

Enclosure: