**Directorate/Site Name]**

**[Business Unit]**

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[Suburb, state, postcode]

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Date: ABN: 96 269 526 412

Mr Ian Tindall

Chairperson

Research Ethics Committee

Royal Adelaide Hospital

Dear Mr Tindall,

Re: Study: XXXXX Protocol XXXX RAH Protocol No: XXX

**Re:    “Full title of protocol”**

**HREC reference number:  HREC/XX/RAH/XXX**

Subjects Initials-XXX Date of Birth XX/XXX/XXXX Subject ID - XXXXXXXX

Description of Event:

Action taken

**This SAE is:**

**Related to trial medication/intervention Yes / No**

**Resolved / ongoing.**

Yours sincerely

**Insert name**

**Position**