<PI Name>

<PI Address>

<PI Address>

<PI Address>

<Suburb/Town> WA <postcode>

<insert date>

<RGO Name>

<RGO Address>

<RGO Address>

<RGO Address>

<Suburb/Town> WA <postcode>

Dear <RGO Name>

**PRN:** <Project Registration Number>

**Project Title:** <Project Title>

**Protocol Number:**  <Protocol No>

Thank you for the review of the above project. The response to the issues raised from your review is addressed below:

<insert response here>

I hope the above reply and the updated forms/documents addresses the issues raised.

Yours sincerely

<PI Name>