<PI Name>

<PI Address>

<PI Address>

<PI Address>

<Suburb/Town> WA <postcode>

<insert date>

<RG Office>

<RG Office Address>

< RG Office Address>

< RG Office Address>

< RG Office Address>

<Suburb/Town> WA <postcode>

Dear <RGO>

**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:

1. Answer
2. Answer
3. Answer

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

Yours sincerely

<PI Name>

Principal Investigator for <Site>