<insert date>

<insert sponsor name>

<insert sponsor address>

**Re:** New location for research visits at the University of Colorado site

Our research site at the University of Colorado Anschutz Medical Campus (CU-Anschutz) uses the Adult Clinical Translational Research Center Outpatient (CTRC OP) clinic for research visits for the <*insert study name*> study. CTRC OP will move from a University of Colorado Health building to a new CU-Anschutz building effective 04-04-2022. The new address for the CTRC OP clinic is:

Clinical Translational Research Center

Anschutz Health Sciences Building

1890 N Revere Court

Aurora, CO 80045

<*The investigational pharmacy for this study will also transition from the UCHealth Research Pharmacy to the CU-Anschutz Research Pharmacy, which is co-located with the CTRC OP in the new building.*>

Please make note of the move date and the new address in your records. If you would like to schedule a tour of the new CTRC OP clinic, this can be arranged beginning 04-06-2022.

Sincerely,

<insert investigator name>

<insert investigator contact information>