**PROTOCOL FEEDBACK LETTER TEMPLATE**

To: [Trial sponsors or investigators]

Cc: [Other trial partners]

**Subject: [CAB name] feedback and questions regarding [Trial name]**

[Date]

Dear [Trial sponsors or investigators],

Thank you very much for sharing the [Trial name] protocol and consent form with the [CAB name]. As research-literate activists committed to supporting the development of new technologies capable of improving [Disease] diagnosis, prevention, and treatment, the [CAB name] greatly appreciates your engagement and the opportunity to provide feedback and ask questions about the proposed study to [Purpose of trial].

[Paragraph summarizing compiled CAB member feedback on the trial protocol and stating that detailed feedback is included below the signature]

[Paragraph requesting responses to feedback and questions and describing any other requested next steps]

We look forward to your continued engagement and response, which can be directed to the chair of the [CAB name], [Individual name and email address].

Respectfully submitted,

On behalf of the [CAB name]

[Issue 1 (e.g., **Study design and rationale**)]

• [Detailed feedback point 1]

• [Detailed feedback point 2, etc.]

[Issue 2 (e.g., **Eligibility criteria**)]

• [Detailed feedback point 1]

• [Detailed feedback point 2, etc.]

[Issue 3 (e.g., **Informed consent**)]

• [Detailed feedback point 1]

• [Detailed feedback point 2, etc.]

[Issue 4 (e.g., **Results dissemination**), etc.]

• [Detailed feedback point 1]

• [Detailed feedback point 2, etc.]

**Questions and other comments**

• [Question or comment 1]

• [Question or comment 2, etc.]