**Sponsor Archiving Period Notification Email**

*Email title –*

EDGE (insert Edge number) Sponsor archiving period notification

*Email body text –*

Dear (insert name)

Thank you for submitting your End of Study Declaration form for EDGE (insert Edge number) (insert study title).

The archiving period for this study is \*\* years. As Sponsor for this study we will be in touch when the archiving period has expired to detail the destruction process required for your trial master/site file and associated documents.

Please do not hesitate to contact us if you have any queries or concerns regarding this matter