

REQUEST FOR INFORMATION EMAIL TEMPLATE

Subject: Request for Information (RFI) – [Type of vendor] Service for a [Trial Phase] Trial at [Company Name]

Dear [Vendor's Name]/To whom this may concern,

I hope this message finds you well. My name is [Your Name], and I am a [Your Title] at [Your Company Name]. We are in the early planning stages of a [Insert Trial Phase] trial, [Insert Trial Name or Description], and are currently exploring potential vendors to support our needs for [insert specific services, e.g., lab kits, patient recruitment, data management, etc.].

We are interested in learning more about your capabilities and how your services could align with our trial's requirements. Specifically, we would appreciate it if you could provide information on the following:

1. **Service Offering:** A detailed description of the services you provide that would support [specific trial needs].
2. **Experience:** Relevant experience in managing or supporting clinical trials in [insert therapeutic area/indication/country footprint], including case studies or examples.
3. **Technology Capabilities:** Any platforms or software you use for [e.g., data collection, communication, tracking, etc.].
4. **Compliance:** Your approach to ensuring compliance with ICH-GCP guidelines and other relevant regulations.
5. **Timelines and Capacity:** Estimated timelines for onboarding and supporting our trial, and your capacity to manage projects of this scale.
6. **Cost Structure:** A preliminary overview of your cost structure or pricing model.
7. **Additional Information:** Any other details that would be relevant for us to consider in the evaluation process.

We are aiming to make vendor selections by [insert date], so we would appreciate receiving your response by [insert deadline]. If you have any questions or require further information, feel free to reach out.

Thank you for your time and consideration. We look forward to the opportunity to potentially work together.

Best regards,
[Your Full Name]
[Your Title]
[Your Company Name]
[Your Contact Information]