

[Your Institution Letterhead]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Ethical Approval for Research Study

On behalf of the [Institutional Review Board/Committee Name], I am pleased to inform you that your research proposal titled "[Title of the Research Project]" has been granted ethical approval. The study was reviewed and assessed for compliance with ethical standards as outlined by [Institutional Guidelines/Relevant Regulations].

Approval Number: [Approval Number]

Approval Date: [Date]

Duration of Approval: [Start Date] to [End Date]

The review process ensured that the welfare, rights, and dignity of all participants will be upheld throughout the research. Please ensure that any amendments to the study protocol are submitted for further review, and report any adverse events or ethical concerns promptly.

If you have any questions or require further clarification, please do not hesitate to contact our office at [Contact Information].

We wish you success in your research endeavors.

Sincerely,

[Your Name]

[Your Title]

[Institutional Review Board/Committee Name]

[Contact Information]