

[Your Name]
[Your Title]
[Your Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Institution]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Ethical Oversight in Research

I am writing to seek ethical oversight for my upcoming research project titled "[Project Title]." The primary aim of this study is to [briefly describe the aim of your research].

To ensure that this research adheres to the highest ethical standards, I would like to outline the following aspects for your review:

1. **Research Objectives**: [Detail the objectives of the research]
2. **Methodology**: [Provide a summary of the research methods to be employed]
3. **Population and Sample**: [Explain who will be involved in the research and how they will be selected]
4. **Informed Consent**: [Describe how informed consent will be obtained from participants]
5. **Risk Assessment**: [Identify any potential risks to participants and plans for minimizing these risks]
6. **Confidentiality Measures**: [Detail how participant confidentiality will be maintained]
7. **Data Management**: [Describe the data storage and management plan]

I aim to commence this research on [start date], and any feedback or considerations regarding the ethical dimensions of the project would be highly appreciated.

Thank you for your attention to this important aspect of my research. I look forward to your guidance and support.

Sincerely,

[Your Name]
[Your Title]
[Your Institution]