

Subject: Ethical Approval Inquiry/Update

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to discuss the status of the ethical approval for [brief description of the project/study]. As of [date], we have submitted our application for review, and we are eager to understand the current standing of the approval process.

[Optional: Include any relevant details or questions you may have regarding the approval.]

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Contact Information]