

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

Dear [Recipient Name],

Subject: Ethical Considerations for [Study Title]

I am writing to outline the ethical considerations associated with my proposed study, [Study Title], which aims to [briefly describe the objective of the study].

1. **Purpose of the Study**:

Explain the objectives and significance of the research.

2. **Participant Informed Consent**:

Describe how participants will be informed about the study's purpose, procedures, potential risks, and their rights, including the right to withdraw.

3. **Confidentiality and Data Protection**:

Detail the measures taken to protect participant confidentiality and secure data management.

4. **Risk Assessment**:

List potential risks to participants and how these risks will be mitigated.

5. **Vulnerable Populations**:

Identify any vulnerable groups included in the study and the additional protections that will be implemented.

6. **Institutional Review Board (IRB) Approval**:

Mention plans to seek approval from the relevant IRB and adherence to ethical standards.

7. **Conflict of Interest**:

Disclose any potential conflicts of interest and how they will be managed.

8. **Ethical Compliance**:

Commit to complying with all relevant ethical guidelines and regulations throughout the study.

I appreciate your review of this outline of ethical considerations.

Should you require further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Institution/Organization]