

[Your Name]  
[Your Position]  
[Your Institution]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Ethics Review Board/Committee Name]  
[Institution/Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an ethical review for my research project titled "[Project Title]." The primary aim of this study is to [briefly describe the purpose and objectives of the research].

The research will involve [describe the participants, methods, and any other relevant details]. I am committed to ensuring that all ethical standards are adhered to throughout the research process.

Attached to this letter, you will find all necessary documentation, including [list any attached documents such as the research proposal, consent forms, data collection tools, etc.].

Please let me know if you require any additional information or if there are specific forms to be completed as part of this review process.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution]