[Your Name]
[Your Position]
[Your Institution]
[Your Department]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Institution]
[Address of Recipient Institution]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Research Ethics Approval Request
I am writing to formally request approval for my research project titled "[Project Title]." The aim of this project is to [briefly describe research objectives].
The research will be conducted following the highest ethical standards, ensuring confidentiality, informed consent, and the well-being of all participants. [Include details about participant recruitment, data handling, and any risk assessment if applicable].
I have attached the following documents for your review:
1. Research Proposal
2. Informed Consent Forms
3. Data Management Plan
4. Risk Assessment
I respectfully seek your approval to proceed with this project. Please let me know if you require any further information or modifications to the proposed study.
Thank you for your consideration.
Sincerely,
[Your Name]
[Your Position]
[Your Institution]
[Your Department]
[Email Address]
[Phone Number]