

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

Dear [Recipient Name],

Subject: Request for Ethical Review of [Study Title/Project Title]

I hope this message finds you well. I am writing to formally submit a request for ethical review of my research project titled "[Study Title]." The objective of this study is to [briefly outline the purpose and objectives of your study].

The proposed research involves [describe the methodology, participant involvement, and any relevant details to provide context]. I am committed to ensuring that this study adheres to the highest ethical standards, and I have attached the necessary documents for your review, including:

1. Research Proposal
2. Informed Consent Form
3. Data Management Plan
4. Risk Assessment
5. Any Additional Materials

I kindly ask for your guidance throughout the review process and would appreciate your feedback on any aspects of the study that may require modification to meet ethical standards.

Please let me know if there are any additional documents or information needed to assist in the review process. I look forward to your response and appreciate your attention to this matter.

Thank you for your time and consideration.

Sincerely,

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