

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

Dear [Recipient's Name],

Subject: Response to Ethics Committee Inquiry [or specific subject]

Thank you for your correspondence dated [Date of the inquiry]. We appreciate your engagement with the Ethics Committee regarding [briefly describe the topic or subject matter of the inquiry]. After a thorough review of your submission [or proposal, protocol, etc.], the Ethics Committee has reached the following conclusions:

1. **\*\*Ethical Considerations\*\***: [Summarize the ethical considerations addressed by the committee]
2. **\*\*Recommendations/Findings\*\***: [Outline any recommendations or findings made by the committee]
3. **\*\*Actions Required\*\***: [List any actions that the recipient must take or additional information required]
4. **\*\*Final Determination\*\***: [State the committee's final determination regarding the inquiry/proposal]

We appreciate your commitment to upholding ethical standards in your work. Should you have any further questions or wish to discuss the committee's feedback, please do not hesitate to contact us.

Thank you once again for your dedication to ethical practices.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Ethics Committee Name]  
[Institution/Organization]  
[Contact Information]