

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Organization/Institution Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Application for LHC Approval

I hope this letter finds you well. I am writing to formally request the approval of the Local Health Committee (LHC) for [briefly describe the project/study, e.g., "the clinical research study titled 'XYZ Study,' which aims to..."].

The purpose of this study is to [briefly state the purpose and significance of the study]. We believe this research is important because [include a few sentences on the impact and relevance of the study].

To ensure compliance with ethical standards, we have prepared [mention any ethical guidelines followed, consent forms, or participant information sheets]. A detailed proposal has been attached for your review.

We are committed to adhering to all necessary protocols and regulations throughout this study. We appreciate your attention to this matter and look forward to your approval.

Thank you for considering our request. Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title]

[Your Organization/Institution Name]