

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for LHC Approval

I am writing to formally request the necessary approval from the Local Health Committee (LHC) regarding [briefly state the purpose, e.g., "the proposed study on community health initiatives"].

As outlined in the LHC approval guidelines, I have attached [list any documents you are attaching, such as the research proposal, consent forms, etc.]. The project aims to [briefly explain the purpose and importance of the project].

We have adhered to all ethical considerations and compliance requirements as specified in the guidelines. I believe this research will contribute significantly to [state the expected impact, e.g., "improving healthcare practices in our community"].

I appreciate your consideration of this request and look forward to your positive response. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization, if applicable]