

[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: Request for LHC Approval

I hope this letter finds you well. I am writing to formally request approval from the Local Health Committee (LHC) for [briefly explain the purpose, e.g., "the proposed study titled 'XYZ Study'"].

Project Overview:

- **\*\*Title\*\***: [Title of the project/study]
- **\*\*Objective\*\***: [Briefly state the primary objective]
- **\*\*Duration\*\***: [Specify the timeline of the project]
- **\*\*Location\*\***: [List the location(s) where the study will take place]
- **\*\*Participants\*\***: [Describe the participant demographics]

Rationale:

[Provide a concise rationale for the study, including any relevant background information, potential benefits, and significance to community health.]

Study Protocol:

- **\*\*Methodology\*\***: [Outline the research methodology briefly]
- **\*\*Data Management\*\***: [Explain how data will be collected, managed, and analyzed]
- **\*\*Ethical Considerations\*\***: [Mention any ethical approvals or considerations]

Funding:

[Briefly mention the funding source, if applicable, and any financial details relevant to the approval process.]

We believe that the findings from this research could significantly contribute to [mention the potential impact on health outcomes or policy].

Please find attached the necessary documents for your review:

1. [List attached documents, e.g., research proposal, consent forms, etc.]

Thank you for considering this request. I am looking forward to your favorable response. Should you require any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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