

Research Ethics Committee

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Research Ethics Committee Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Subject: Amendment Request for [Study Title/Protocol Number]

Dear [Recipient Name],

I am writing to formally request an amendment to the research protocol entitled "[Study Title]" (Protocol Number: [Protocol Number]) as approved by the Research Ethics Committee on [Approval Date].

This amendment aims to [briefly describe the purpose of the amendment, e.g., "modify the study design," "extend the duration of the study," "change the recruitment criteria," etc.] due to [reason for the amendment].

The details of the amendments are as follows:

- [Description of First Amendment]
- [Description of Second Amendment]
- [Any Additional Amendments]

Please find enclosed all relevant documentation, including [list any attached documents, e.g., revised protocol, consent forms, etc.], to facilitate the review process.

Thank you for considering this amendment request. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position/Title]

[Your Department]

[Your Institution]