Notification of Research Ethics Committee Submission

Date: [Insert Date]

To: [Recipient's Name]

Research Ethics Committee

[Institution/Organization Name]

[Address Line 1]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the submission of our research proposal titled "**[Title of the Research Proposal]**" to the Research Ethics Committee for review.

The submission was made on [Insert Submission Date] and it includes all required documentation as per the committee guidelines. We anticipate your feedback and any recommendations you may have to ensure that our research adheres to the highest ethical standards.

If you need any further information or documentation, please do not hesitate to contact me at [Your Email] or [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Institution/Organization]

[Your Contact Information]