

# Corporate Ethics Approval Request

Date: [Insert Date]

To: [Insert Recipient's Name]

Title: [Insert Recipient's Title]

Department: [Insert Recipient's Department]

Company Name: [Insert Company Name]

Dear [Recipient's Name],

I am writing to formally request ethics approval for [briefly describe the project, study, or activity]. This initiative aims to [state the purpose and significance], and we believe it aligns with our corporate values and ethical standards.

Project Overview:

- **Title:** [Insert Title]
- **Objectives:** [Insert Objectives]
- **Methodology:** [Insert Methodology]
- **Timeline:** [Insert Timeline]

We are committed to ensuring that this project adheres to all ethical guidelines and legal requirements. We have conducted a preliminary review and believe it meets the criteria for ethics approval.

Enclosed with this letter are the necessary documentation and forms required for your review. I kindly request your approval to proceed with the project at your earliest convenience.

Thank you for considering this request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Company Name]

[Your Contact Information]