

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]

Dear [Recipient's Name],

Subject: Submission for Corporate Ethics Review

I am writing to formally submit our proposal for review under the company's corporate ethics guidelines. The details of our submission are outlined below:

- **Project Title:** [Insert Project Title]
- **Department:** [Insert Department Name]
- **Contact Person:** [Insert Your Name] - [Insert Your Position]
- **Summary:** [Brief description of the project and its relevance to corporate ethics]
- **Potential Ethical Implications:** [Discuss any anticipated ethical issues associated with the project]

We believe that this project adheres to our corporate values and ethics policy. We welcome any guidance or suggestions you may have during this review process.

Thank you for your attention to this matter. We look forward to your feedback.

Sincerely,

[Your Name]  
[Your Position]  
[Your Department]  
[Company/Organization Name]  
[Your Email Address]  
[Your Phone Number]