

# Amendment Request to Ethical Review Board

Date: [Insert Date]

To: [Name of the Chair/Contact Person]

Ethical Review Board

[Institution Name]

[Institution Address]

Dear [Chair/Contact Person's Name],

Subject: Request for Amendment to the Ethical Review Board Approval

I hope this message finds you well. I am writing to formally request an amendment to the ethical review board's approval for my research project titled "[Project Title]" with the reference number [Reference Number].

The proposed amendments are as follows:

- [Describe Amendment 1]
- [Describe Amendment 2]
- [Describe Amendment 3]

The rationale for these changes is [brief explanation of the reason for the amendments]. I assure you that these amendments will not compromise the ethical standards or objectives of the original study.

Attached are the necessary documents, including the revised study protocol and any additional materials that may be required for your review.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]