

Ethical Review Board Compliance Update

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Institution/Organization Name]

[Address]

Dear [Recipient Name],

We are writing to provide you with an update regarding our compliance with the ethical standards set by the Ethical Review Board (ERB). As of [Insert Date], we have completed the following actions:

- Reviewed and updated our research protocols to align with the latest ethical guidelines.
- Conducted training sessions for all research staff on compliance requirements.
- Submitted all necessary documentation for review, including informed consent forms and risk assessments.
- Established a monitoring process to ensure ongoing compliance throughout the research project.

We appreciate the guidance provided by the ERB and are committed to maintaining the highest ethical standards in our research practices. Please feel free to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Organization Name]

[Your Contact Information]