

# Compliance Reminder from the Ethical Committee

Dear [Recipient's Name],

We hope this message finds you well. This is a reminder regarding the compliance requirements set forth by the Ethical Committee for your ongoing project titled "[Project Title]."

As per our last meeting, we would like to highlight the following points that need your attention:

- Ensure all participant consent forms are up to date and properly documented.
- Submit any amendments to the research protocol for review and approval.
- Adhere to the timelines outlined in your original submission.
- Report any adverse events immediately to the committee.

Failure to comply with these requirements can lead to a suspension of your study. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]