

Ethical Committee Review Progress Update

Date: [Insert Date]

To: [Insert Recipient's Name]

Position: [Insert Recipient's Position]

Institution: [Insert Institution Name]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to provide you with an update on the progress of the ethical review for your project titled "*[Insert Project Title]*".

As of today, the review process is currently at the following stage:

- Application Submission: Completed on [Insert Date]
- Initial Review: Completed on [Insert Date]
- Full Committee Review: Scheduled for [Insert Date]
- Expected Decision Date: [Insert Date]

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Ethical Committee Name]

[Contact Information]