

# Request for Amendment to IRB Approval

Date: [Insert Date]

To: [Institutional Review Board Name]

From: [Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]

Dear Members of the Institutional Review Board,

I hope this message finds you well. I am writing to formally request an amendment to the approval of my research study titled "[Title of Your Study]" (IRB Protocol Number: [Insert Protocol Number]).

In light of recent developments in my research findings, I would like to propose the following amendments:

- [Describe proposed amendment 1]
- [Describe proposed amendment 2]
- [Describe proposed amendment 3]

These changes have been deemed necessary to enhance the validity and ethical standards of the research. I have attached all relevant documentation, including a revised protocol and informed consent forms, for your review.

I appreciate your consideration of this amendment request. Please feel free to contact me if you require any further information or clarification regarding these proposed changes.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]