

Dear [IRB Chair/Committee Name],

I hope this message finds you well. I am writing to follow up on the status of our Institutional Review Board (IRB) application titled "[Title of Your Study]", submitted on [Submission Date]. We appreciate the time and effort the committee dedicates to reviewing our proposal.

As our intended start date is approaching, we are eager to receive an update regarding the review process. We want to ensure that we are aligned with all regulatory requirements and appreciate any information you can provide regarding our application's status.

Thank you for your assistance and support. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Institution]

[Your Contact Information]