

Inquiry Regarding Institutional Review Board Approval Process

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the Institutional Review Board (IRB) approval process at [Institution's Name]. As I am currently in the process of preparing a research proposal titled "[Title of Your Research]," I would like to understand the steps involved, expected timelines, and any specific documentation required for the application.

Additionally, I would appreciate any guidance on how to ensure compliance with the ethical standards set forth by the IRB, as well as information on any upcoming meetings or deadlines that I should be aware of.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]