

# Request for Institutional Review Board Approval

[Your Name]

[Your Title]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## Institutional Review Board

[IRB Chair's Name]

[Institution's IRB Office]

[IRB Address]

[City, State, Zip Code]

Dear [IRB Chair's Name],

I am writing to request approval from the Institutional Review Board for my research study titled "[Title of Your Research Study]." The primary aim of this study is to [briefly describe the purpose of the study].

This research will involve [describe the methodology, participant criteria, and duration]. Participant safety and confidentiality will be prioritized throughout the study, and I have included detailed information on how these will be ensured in the attached proposal.

Attached with this letter, you will find the complete research proposal, informed consent forms, and any supplementary materials for your review.

I appreciate your time and consideration of my request. I am looking forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]