

Withdrawal of Application for IRB Approval

Date: [Insert Date]

[Insert Your Name]

[Insert Your Address]

[Insert City, State, Zip Code]

[Insert Email Address]

[Insert Phone Number]

[Insert IRB Chairperson's Name]

[Insert Institutional Review Board Name]

[Insert Institution's Name]

[Insert Institution's Address]

[Insert City, State, Zip Code]

Dear [IRB Chairperson's Name],

I am writing to formally withdraw my application for institutional review board approval for the project titled "[Insert Project Title]," which was submitted on [Insert Submission Date].

After careful consideration, I have decided to withdraw the application due to [briefly state reason, if desired]. I appreciate the time and effort the board has already invested in reviewing my application.

If you have any questions or require further information, please feel free to contact me at [Insert Phone Number] or [Insert Email Address]. Thank you for your understanding.

Sincerely,

[Insert Your Name]

[Insert Your Position/Title, if applicable]