

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my academic research ethics certification that I submitted on [submission date]. As my research project, titled "[Project Title]," is progressing, I would like to ensure that all necessary approvals are in place.

If there are any additional documents or information required from my side to expedite the review process, please let me know. I appreciate your assistance and look forward to your timely response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution]

[Your Contact Information]