

# Institutional Review Board

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[IRB Chair's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

## **Subject: Research Project Proposal for IRB Review**

Dear [IRB Chair's Name],

I am writing to submit my research project proposal titled "[Title of Your Research Project]" for review and approval by the Institutional Review Board. The objective of this study is to [briefly state the purpose of your research]. This research will be conducted at [mention the location of the research] and will involve [outline the participants involved and what they will be doing].

The study will adhere strictly to ethical guidelines and ensure the confidentiality and welfare of all participants. Included with this letter are the following documents for your review:

- Research Protocol
- Consent Forms
- Questionnaires/Surveys (if applicable)
- Budget (if applicable)

I appreciate your consideration and look forward to your prompt approval. Should you have any questions or require additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution]