

# Institutional Review Board

## Amendment Request Letter

Date: [Insert Date]

To: [IRB Chair Name]

Institution: [Institution Name]

Address: [Institution Address]

Dear [IRB Chair Name],

I am writing to formally request an amendment to our previously approved study titled "[Study Title]" (IRB Protocol Number: [Protocol Number]). This amendment is necessary due to [briefly describe the reason for the amendment, e.g., changes in methodology, addition of new participants, etc.].

The specific changes we propose are as follows:

- [Change 1 Description]
- [Change 2 Description]
- [Change 3 Description]

We believe these amendments will [explain the benefits of the changes]. All changes have been made while ensuring that participant safety and data integrity remain our top priorities.

Please find attached the revised documentation including the amended consent form, study protocol, and any other relevant materials. If you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your consideration of this amendment request.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Contact Information]