

[Your Name] [Your Title] [Your Institution] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number] [Date]

[IRB Chair's Name] [IRB Name] [Institution] [Address] [City, State, Zip Code]

Dear [IRB Chair's Name],

Subject: Compliance Assurance for Institutional Review Board Submission

I am writing to confirm that our study titled "[Study Title]" has been designed in compliance with all applicable ethical standards and regulations. We assure you that all necessary protocols to protect the rights and welfare of the participants have been put in place.

Our research team will adhere to the guidelines set forth by the Institutional Review Board, ensuring that all participant data will remain confidential and that informed consent will be obtained prior to participation. Furthermore, we are committed to following up on any recommendations or required revisions suggested by the board.

Please feel free to reach out if you require any further information or documentation regarding our compliance practices.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name] [Your Title] [Your Institution]