

# Final Report Submission

[Your Name]

[Your Position]

[Your Institution]

[Your Institution Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Institutional Review Board

[IRB Institution Name]

[IRB Institution Address]

[City, State, Zip Code]

Dear Members of the Institutional Review Board,

Subject: Submission of Final Report for [Study Title]

I am writing to formally submit the final report for the research project titled "[Study Title]" which was approved by the Institutional Review Board on [Approval Date]. This report summarizes the findings and conclusions derived from our study conducted from [Start Date] to [End Date].

The key findings and outcomes of our study are as follows:

- [Finding 1]
- [Finding 2]
- [Finding 3]

Attached to this letter, please find the final report document along with any supplementary materials as requested in the initial submission.

Thank you for your guidance and support throughout this research process. Please feel free to contact me if you have any questions or require additional information.

Sincerely,

[Your Name]

[Your Position]