

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

[IRB Coordinator's Name]
[Institutional Review Board Name]
[IRB Address]
[City, State, Zip Code]

Dear [IRB Coordinator's Name],

I am writing to submit my research proposal titled "[Title of Research Proposal]" for review by the Institutional Review Board. This research aims to [briefly describe the purpose of the research].

The proposed study involves [brief description of methodology], and aims to [what the research intends to achieve]. The participation of human subjects is necessary for this study, and thus ethical considerations are paramount. I have ensured that all measures are in place to safeguard the rights and welfare of the participants.

Attached to this letter, you will find the following documents for your review:

- Research Proposal
- Informed Consent Form
- Recruitment Materials
- Data Management Plan

I appreciate your time and consideration in reviewing this proposal. Should you require any additional information or clarifications, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter. I look forward to your feedback.

Sincerely,

[Your Name]
[Your Position]
[Your Institution]