

Amendment Request for Ethics Review

Date: [Insert Date]

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

To:
[Ethics Review Board Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear Members of the Ethics Review Board,

Subject: Request for Amendment to Ethics Approval for Study [Study Title/ID]

I am writing to formally request an amendment to the ethics approval for the research project titled "[Study Title]", which was granted approval on [Approval Date]. Due to [brief explanation of the reason for the amendment, e.g., changes in methodology, participant eligibility, etc.], we seek to modify the study protocol as outlined below:

- **Original Protocol:** [Brief description of the original protocol]
- **Proposed Changes:** [Detailed description of the proposed amendments]

We have assessed the impact of these changes on the ethical considerations of the study and believe that they will [explain the benefits or improvements resulting from the changes]. We ensure that participant safety and confidentiality remain our top priority, and we have implemented measures to mitigate any potential risks associated with these amendments.

Please find attached the updated study protocol and any other necessary documentation for your review.

Thank you for considering our request. We appreciate your guidance and support in this matter. Should you require further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Position]