

<To be printed on institutional letterhead>

Date: dd-mm-yyyy

Name of Institutional Principal Investigator

Name of Department

Name of Institution

Dear Dr. <name of institutional collaborator>

<Primary Investigator: Title of Study>

Thank you for submitting your application for ethical approval regarding the aforementioned study.

Your study was reviewed and discussed. There were no major ethical issues. The study has been given approval for a period of one year with effect from <dd-mm-yyyy>. For further extension, a request should be submitted along with the annual report.

List of document(s) approved with this submission.

Document Name	Date	Document Version

Any changes in the protocol or extension in the period of the study should be notified to the committee for prior approval. All consent forms should be retained for future reference.

Please ensure that all the national and institutional requirements are met.

Thank you.

Sincerely,

Signature of signing authority

Name of signing authority

Designation of signing authority

Affiliation of signing authority