

(Header logo)

(date)

Dear _____ (IREC Chair):

Greetings! I am _____, a _____(program) student in the _____ (faculty office). I am writing to formally request for ethics approval of my thesis proposal entitled “_____”. The study proposal was defended last _____ (date) and revisions were approved by the guidance committee last _____(date). Data collection will involve_____.

Attached are the forms required as per the information provided by the UPOU IREC website. I am hoping for your feedback and I am looking forward to your favorable response.

Respectfully,

(Signature)

(Name)