**Template for Submission letter**

<< On PI/ Institution Letter Head>>>

Date:

To

The Member Secretary

Institutional Ethics Committee

<<Enter Address>>

Ref: <<<….. Protocol Name and Number………>>>

Sub: <<…..Submission of Study Documents to EC for review and Approval ……>> Dear Sir/Madam,

Please find enclosed copy of the follwing documents of the above mentioned project for forthcoming Institutional Ethics Committee (IEC).

<<<<……. List of Documents with version no. and date…….>>>>

I wish to assure you that the study would be initiated at the site only after approval of the Ethic Committee.

Please revert for additional information and clarifications. Thanking you,

Yours Sincerely,

<<<…. Principal Investigator‘s Name, Designation …..>>> Principal Investigator (Protocol Number)

TO WHOM IT MAY CONCERN

We here by confirm the receipt of the above referenced documents submitted to us

Signature , Date and Ethics Committee Seal