

[Date]

[Principal Investigator's Name]

[Department Name]

[Institution Name]

[Address]

Dear **[Principal Investigator's Name]**,

Subject: Draft Approval of Research Proposal

We are pleased to inform you that the Research Ethics Committee (REC) has reviewed your research proposal titled "**[Title of the Project]**" and has granted draft approval. This approval is contingent upon the incorporation of the following minor amendments:

1. **[Amendment 1]**: [Detailed description of the required amendment]
2. **[Amendment 2]**: [Detailed description of the required amendment]
3. **[Amendment 3]**: [Detailed description of the required amendment]

Please ensure that these amendments are addressed and incorporated into your final proposal. Once the amendments have been made, kindly submit the revised proposal to the REC for final approval.

Next Steps:

1. **Amendments**: Incorporate the specified amendments into your proposal.
2. **Resubmission**: Submit the revised proposal to the REC for final approval.
3. **Confirmation**: Await confirmation of final approval from the REC.

We appreciate your cooperation and commitment to maintaining high ethical standards in your research. Should you have any questions or require further clarification regarding the amendments, please do not hesitate to contact us.

Thank you for your attention to this matter. We look forward to receiving your revised proposal.

Yours sincerely,

[Your Name]

[Your Position]

Research Ethics Committee (REC)

[Institution Name]

[Contact Information]