[Letterhead]

<Date>

Dear <Institution -Name> IRB,

<Institution name> is conducting a study <describe the area, i.e. in your community, in your neighbourhood, in the area of <study topic>. This study focuses on <generally state study objective> through the Department of <Department name> under the supervision of <name of PI>.

We are aware and support this research at our facilities.

For all other questions or if you would like additional information, please feel free to contact <research team contact name and contact info>.

Thank you for your assistance with this project.

Yours sincerely,

<Site Lead>

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