## Covering Letter Format

1. **Covering Letter Format**

**To,**

**The Chairperson,**

**Institutional Ethics Committee (Human Research\*/ Animal Research \*),**

**L.T.M.M.C. & L.T.M.G.H.,**

**Sion, Mumbai-400 022.**

**Subject** : Submission of Clinical Study Documents for sponsored\* / Not sponsored\* for your review and approval.

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**Sir/Madam,**

I request you to kindly accept my application for the project Titled “< >” which is multinational\* / multi centric \*/ unicentric \*study, so as to enable me to conduct the referenced research project at Lokmanya Tilak Municipal Medical College & General Hospital, Sion, Mumbai, if granted permission by the Institution Ethics Committee. I will be responsible towards the co investigators for this project.

The total number of patients that is proposed to be enrolled is “< >” over a period of “ < >” which will be feasible at the Lokmanya Tilak Municipal Medical College & General Hospital, Sion, Mumbai in the above period.

( If Multicentric/ Multinational study then please specify as below)\*

The total number of patients planned to be enrolled for all the centres are “< >” and for the centres In India are “< >”

The study is not sponsored / Sponsored \*

( If Sponsored please specify as below)\*

The study is Sponsored by “< >” located at “< >” and will be represented by “< >”. The sponsorer is a Pharmaceutical/Biotech Company/ Contract Research Organization (CRO)/ ICMR/ Other – “<please specify>”

Please find enclosed herein following documents for your review and approval.

I would be happy to offer any other information or clarification as may be required by you

Thanking you.

Dr. “< > “

“<Designation>”

Dept. of “< >”

Mobile No. “< >”

L.T.M.Medical College & L.T.M.G. Hospital,

Sion, Mumbai 400 022.

* **\* Please select and type the correct option**

**“< >” Please provide required information**