## Project Completion Letter Format

1. **Project Completion 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 Project Closure Report for project with IEC No. Titled “< >” .

­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

 **Sir/Madam,**

This is to inform you that the project Titled “< >” has been completed on #\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I would like to thank the Staff & Research Society, Institutional Ethics Committee and Dean for permitting me to conduct the study.

I shall submit to the SRS Office a detailed Trial Report within 2 months

Thanking you.

Dr. “< > “

“<Designation>”

Dept. of “< >”

Mobile No. “< >”

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

Sion, Mumbai 400 022.

* **# SRS office shall enter the date based on approval letter date and proposed duration or 1 year from the date of approval letter date**

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