<dd/mm/yyyy>

**<NAME OF PI>**

Principal Investigator

<Institution/Affiliation>

<Address>

**Re: <Study Protocol Title> <Study Protocol Code>**

Dear **<TITLE OF PI> <SURNAME>**:

We wish to inform you that the **Peregrine Eye and Laser Institute-Institutional Review Board** acknowledged receipt of <*nature of action requested, e.g ethical clearance extension, acceptance of report, etc>* and the following documentsdated <date of document>.

The above documents underwent full/expedite review which generated the following:

< List of Findings, recommendations, and or specific instructions to the proponent, if any>

Very truly yours,

**<NAME OF CHAIR>**

Chair, PELI-IRB