<dd/mm/yyyy>

**<TITLE, NAME, SURNAME OF PI>**

Principal Investigator

<Institution/Affiliation>

<Address>

**Re: <MMMC-RERC Code> <Study Protocol Code> <Study Protocol Title>**

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

We wish to inform you that your study protocol has been received by the **Mary Mediatrix Medical Center - Research Ethics Review Committee** and has been scheduled for review on <date of full board meeting>.

Your study has been assigned with study protocol code <**MMMC-RERC code**>, which should be used for all communication to the MMMC-RERC related to this study.

Should you have any questions or clarifications regarding the abovementioned, please contact the undersigned through the **MMMC-RERC** Administrative Staff at (043) 773-6800 loc. 1194 or mmmc\_rerc@yahoo.com.ph.

Thank you.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **<NAME OF CHAIR>**

CHAIRMAN, MMMC-RERC

Date: