Suggested draft for letter to an IRB for permission to share data

Dear *[Insert title for your Institutional Review Board],*

I am writing to request permission to include data taken under *[insert protocol title and number]* within a newly formed, NIH-supported database.

All data are deidentified and have already been published in a peer-reviewed format. No information that is not present in the peer-reviewed and publically available publication will be included in the database. This database simply allows researchers the opportunity to share data sets in order to compare them or to analyze them in novel ways.

The database can be accessed at: http://www.science.smith.edu/wai-database/

Sincerely,