${currentDate}

MEMORANDUM

TO: ${studentName}

FROM: ${supervisorName}

Graduate Studies Committee

Dear ${studentName},

RE: **Research Proposal Approval**

This letter confirms that your research proposal titled "${proposalTitle}" has been reviewed and APPROVED. You are hereby authorized to proceed with your research activities as outlined in your proposal.

Key Points:

1. Research Timeline

• Commence your research activities as per your proposed schedule

• Any timeline modifications require supervisor approval

2. Compliance Requirements

• Follow approved research methodology

• Adhere to ethical guidelines

• Maintain regular communication with supervisor

3. Documentation

• Keep detailed research records

• Submit progress reports as scheduled

• Document any methodology changes

4. Next Steps

• Schedule initial supervisor meeting

• Begin data collection

• Submit detailed timeline within two weeks

Please contact your supervisor or the department office if you need any clarification.

Best regards,

${supervisorName}

Supervisor

${department}

${university}

cc: Student File