Date

**Raul V. Destura, MD, FPSMID**

Director, Clinical and Translational Research Institute

The Medical City

Dr. Destura:

The following are the guidelines for the letter of intent:

* *First Part:*
* Shall include a brief introduction about the study
* Shall include the full title of the proposed study
* Shall include the affiliation, department and/ or profile of the author/s and/or sponsoring agency
* Shall include a statement indicating the intent to conduct a research in The Medical City/ apply for grant
* *Second Part:*
* Shall include a brief description of the study (major objectives, activities, key concepts of the study
* Shall include an overview on the significance and implications of the study (statement of the need)

Closing Statement/ Final Summary

Respectfully,

**Name and Signature of the Investigator/ Sponsoring Agency**

Principal Investigator/ Sponsor

**Name and Signature of Co-Investigator/s if applicable**

Co-Investigator

Endorsed by: (*if applicable*)

**Name and Signature of Research Unit Head/ Department Head**

Research Unit Head/ Department Head