

## FORMAT LETTER

Example of a letter submitting a request:

- Send your letter to :  
Landelijk Orgaan Wetenschappelijke Integriteit (LOWI)  
Attn. of the Secretariat  
P.O. Box 19121  
NL-1000 GC Amsterdam  
The Netherlands
- *Date and sign your letter.*

Place and date

Dear Secretariat,

Hereby I (*fill in your full name*) submit a request for an opinion on the (preliminary) decision of the Board of (*fill in name of institution*) of ...(*fill in date*).

I attach the (preliminary) decision of the Board (see attachment 1). The underlying opinion of the Committee (on Research Integrity) (in Dutch: CWI-advies) is attachment 2. For further *consecutively numbered* attachments I refer to the enclosed list of attachments.

I submit my request timely, within six weeks of the date of the Board's (preliminary) decision.

I disagree with the decision of the Board, because ..... *present your arguments*.

I further explain my request by referring to these *consecutively numbered* attachments (see enclosed list of attachments).

I am fully aware that I have a duty of confidentiality from the moment I received the (preliminary) decision of the Board and requested the LOWI for its opinion, as well as during the LOWI procedure, until the Board has taken its final decision.

I kindly request an acknowledgement of receipt of my request.

In due course I would like to hear whether the LOWI considers my request eligible for consideration.

Kind regards,

Signature

Your contact details:

Full name (title(s), initials, last name)

Address

Postal code and city

Telephone number(s)

E-mail address