

Template for a Permission Letter To Conduct Research

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]

[Recipient's Name or Title]
[Organization's Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name or Title],

I am writing to request permission to conduct research at [location/site/group], as part of my [research project/study] on [topic]. My name is [Your Name], and I am a [Your Position] at [Your Institution or Organization].

The purpose of my research is to [briefly state the objective]. I believe that [location/site/group] is essential for my study because [reason]. The research will involve [describe the methodology], and I anticipate it will take approximately [duration] to complete.

I assure you that all research activities will adhere to the highest ethical standards. Participant confidentiality and data protection will be strictly maintained throughout the research process.

Your approval to conduct this research would be greatly appreciated. I am more than willing to adhere to any specific protocols or requirements you may have. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]