

Template: Site Permission Request Letter

Investigator(s) Name:

Contact Information:

Date:

Dear **[Name of institutional officer who will provide permission]**

My name is **[insert investigator's name, role, institution (e.g., student or faculty at Name of University)]**. I am writing to request permission to conduct a research study at your institution. The purpose of this research study is **[describe the overall purpose of the study in plain English, in a few sentences, simple language]**. As part of this study, **[insert general descriptions of investigator's activities at partner site]**.

To access information or data:

For my study, I am requesting access to **[Provide a description of the information or data you are requesting access to and how it will be used in your study]**.

To recruit and/or contact participants:

I am requesting your permission to contact and recruit participants from **[Name of institution]**. Participants will be asked to **[describe what activities the participants will be engaged in during the study. This should mirror the Consent form: procedures, confidentiality, compensation, and participants' rights]**.

This research study will be reviewed and approved by the Westcliff University Institutional Review Board (IRB).

The anticipated start date is **[DATE]** and the research activities are expected to be complete on **[DATE]**.

If you will grant approval to allow the research to be conducted in your organization, please provide the information below in your response:

- Name of Organization:
- Person responsible for permission to conduct research and their title and contact information.
- Description of permission being granted to the investigator: **[This section must include specific details for how/when the investigator will acquire information or resources at the institution and/or recruit or engage with study participants at the organization and who is responsible for these actions (the investigator or organization)]**.

Name/Title:

Signature:

Date:

Thank you for considering my request. Please let me know if you have any questions or require additional information.

Sincerely, **[PI signature]**
[Name and Contact Information]