

## Template: Site Permission Request Letter

**[Please note: The site permission letter must be submitted on company letterhead or emailed directly from the individual's business email account.]**

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 **on company letterhead and/or sent directly from your organization's email account:**

- 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]**