

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request permission to conduct a survey on [briefly describe the purpose of the survey] within [specify location or group]. The survey aims to [explain the objectives and importance].

[Provide details about the survey, such as methodology, duration, and target participants]. I assure you that all responses will be kept confidential and used solely for research purposes.

I believe that your support will greatly enhance the quality and reach of this study. I am happy to provide further details or discuss any concerns you may have.

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

Sincerely,

[Your Name]
[Your Position/Title] (if applicable)
[Your Institution/Organization] (if applicable)