

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

Dear [Recipient Name],

Subject: Request for Permission to Conduct Research

I hope this letter finds you well. I am writing to request permission to conduct research on [brief description of research topic] as part of my [degree program, project, etc.]. The study aims to investigate [specific objectives or research questions], which I believe will contribute significantly to [relevant field/area of study].

The research is planned to take place from [start date] to [end date] at [location/setting]. I assure you that all ethical guidelines will be followed, and participant confidentiality will be maintained.

I would greatly appreciate your approval to carry out this research, and I am happy to provide any additional information or documentation you may require.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Position/Title]