

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Position, e.g., graduate student, researcher] at [Your Institution/Organization]. I am writing to seek your permission to conduct research on [briefly describe the topic or area of research] within [name the organization, institution, or specific setting].

The purpose of my research is to [explain the objective of your research and its significance]. I believe that [explain why this research is important to the organization or community].

If granted permission, I plan to [briefly outline your research method, including any involvement of participants, data collection processes, and expected duration of the study]. I assure you that I will adhere to all ethical guidelines and respect the privacy and confidentiality of all participants involved.

I would appreciate the opportunity to discuss this further and address any questions you may have. Please let me know a suitable time for us to connect.

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

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]