

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Research Clearance

I hope this letter finds you well. I am [Your Name], a [Your Position or Title] at [Your Institution or University]. I am writing to formally request permission to conduct research for my academic project titled "[Title of Your Research Project]."

The purpose of this research is to [briefly explain the purpose and significance of your research]. I intend to [describe the methods you will use for your research, e.g., surveys, interviews, etc.]. The research is expected to take place from [start date] to [end date], and I hope to recruit [number of participants or subjects] for this study. I assure you that all ethical guidelines will be followed, and I am committed to maintaining the confidentiality and anonymity of all participants involved in the study. Any data collected will be used solely for academic purposes.

I would greatly appreciate your approval and support for this research project. If there are any forms or additional information required, please let me know.

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

Sincerely,

[Your Name]
[Your Position or Title]
[Your Institution or University]
[Your Signature (if sending a hard copy)]