**PLEASE EDIT AS APPROPRIATE TO YOUR STUDY**

Official Letterhead of Organization

*Must be on official letterhead of the organization authorizing permission.*

<Date>

Office of Research Integrity and Protections

Syracuse University

214 Lyman Hall

Syracuse, NY 13244

To Whom It May Concern:

*(Name of Researcher)* has requested permission to collect research data from (*students/clients/employees/ specific data set*) through a project entitled (*your research project title*). I have been informed of the purposes of the study and the nature of the research procedures. I have also been given an opportunity to ask questions of the researcher.

As a representative of *(Name of School/School District/Agency)* , I am authorized to grant permission to *(Name of Researcher)* to (*list all aspects of the research for which the official is granting permission-i.e. recruitment, data collection, space to conduct the research, etc.).* The researcher has agreed to the following restrictions: *(include only if appropriate).*

If you have any questions, please contact me at (*area code and phone number*).

Sincerely,

*Provide the name and official title of the person who has authority to grant permission*

*<Name of Authorized Representative*>

<*Official Title*>