

# Formal Request Letter for Permission to Conduct Research Sample

**Date:** [Insert Date]

**To:**

[Recipient's Name]  
[Designation/Title]  
[Institution/Organization Name]  
[Address]

**Subject:** Request for Permission to Conduct Research Sample Collection

Dear [Recipient's Name],

I am [Your Name], a [Your Position, e.g., postgraduate student/researcher] from [Your Department/Institution]. I am writing to formally request your permission to conduct research involving sample collection within your [institution/facility/community], as part of my research project titled " [Title of the Research Project]."

The objective of my research is to [briefly state the purpose of your research]. The research aims to [describe the methodologies, expected outcomes, and the significance of your study]. As a critical part of the study, it is essential to collect the following samples: [briefly describe the type of samples, e.g., soil, water, tissue, etc.].

Kindly note that all research activities, including sample collection, will be conducted with utmost adherence to ethical standards and guidelines set forth by [regulating organization/ethics committee, if any]. The study will be carried out from [proposed start date] to [expected completion date] without causing disruption to your routine activities.

I assure you that all gathered data will remain confidential and used solely for academic purposes. Appropriate acknowledgments will be included, and findings will be shared with your office if requested.

I kindly request your approval to proceed with the research as stated. Please feel free to contact me at [your contact details] for any further information or clarification.

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

Sincerely,  
[Your Name]  
[Your Position and Department]  
[Your Institution]  
[Your Email Address]  
[Your Phone Number]