

# Sample Inquiry Letter with Request for Permission to Conduct Research

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request permission to conduct research entitled "[**Title of Your Research Study**]" at [Organization/Institution Name]. I am currently a [Your Position, e.g., graduate student/faculty member] at [Your University/Organization] and my study is being carried out as part of [briefly specify program, thesis, or research project].

The main objective of my research is to [briefly state the research objective]. The research will involve [describe research methodology, e.g., surveys, interviews, observation, etc.] and will require access to [resources/data/participants relevant to the institution]. All participation will be voluntary, and data confidentiality and ethical standards will be strictly maintained throughout the study.

I kindly request your permission to [specify the precise access or resources you are seeking, e.g., conduct interviews with staff, distribute questionnaires to students]. I assure you that all information obtained will be used strictly for academic purposes and that findings will be shared with your institution upon completion, if required.

Please find attached my research proposal and ethics clearance letter for your review. Should you need any more information or wish to discuss any aspect of the study further, I am available for a meeting at your convenience.

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

Sincerely,

[Your Name]