

Sample Inquiry Letter for Permission to Interview Employees

[Your Name]
[Your Position/Title]
[Your Department/Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Department/Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request permission to interview select employees within the [Company/Organization Name] as part of [state the purpose, e.g., "a research project assessing workplace satisfaction," "an internal process review," etc.]. The objective of these interviews is to gain meaningful insights that will contribute to [state intended outcomes, improvements, or objectives, e.g., "enhancing operational efficiency," "improving employee engagement," etc.].

The interviews will be conducted with full respect for company policies and employee privacy. All participants will be briefed on the nature and purpose of the interviews and informed that their participation is voluntary. Any information obtained will remain confidential and used solely for the purposes described above.

I kindly seek your authorization to proceed with this initiative and am happy to discuss the proposed interview process, target employee groups, or address any concerns you may have. Please let me know if there are any specific requirements or protocols you would like us to observe during this process.

Thank you for considering this request. I look forward to your approval and am available to provide further details if needed.

Sincerely,
[Your Name]
[Your Position/Title]