

# Formal Request Letter for Permission to Conduct Survey (Sample)

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

[Recipient Name]  
[Recipient Designation/Position]  
[Name of Organization/Institution]  
[Address of Organization/Institution]  
[City, State, ZIP Code]

**Subject:** Request for Permission to Conduct Survey

Dear [Recipient Name],

I am writing to formally request your permission to conduct a survey within [organization/institution name/community name]. I am [your designation, e.g., a graduate student at XYZ University], and the purpose of this survey is to [briefly explain the purpose of the survey, e.g., assess the effectiveness of current training programs].

The targeted respondents are [describe the sample group, e.g., employees in the marketing department, residents aged 18-35, etc.]. The survey will be conducted using [methodology, e.g., online questionnaires, face-to-face interviews, etc.] over a period of [duration, e.g., four weeks] commencing from [start date].

All data collected will be kept strictly confidential and used exclusively for research purposes. In compliance with ethical guidelines and data protection laws, respondents' identities will remain anonymous unless explicit consent is provided. I assure you that no disruption to normal activities will occur, and all procedures will be coordinated according to your policies and schedules.

I kindly request your consent and support to facilitate this survey. Should you have any questions or require further information regarding this research, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Institution/Organization, if applicable]