

[This letter must be on the Agency Letterhead]

[This letter must be dated]

To Whom It May Concern:

I am aware that (Researcher's Name) is conducting a research study. [You must indicate if there is an affiliation with the agency **AND** identify the affiliation and the researcher's role **OR** indicate there is no affiliation with the agency]. This study focuses on [indicate the focus of the study.] (Researcher's Name) has shared with me the details of his/her project.

I give him/her permission to conduct his/her study at our agency. [If the study is a data mining study, the agency must state if the data is de-identified and if it is not, who will de-identify the data].

(Agency) requests [**EITHER** the agency name and identifiers of its clients be kept completely confidential in the research results **OR** the agency does not require the name and identifiers of its clients be kept confidential in the research results].

Sincerely,

**[This letter must be signed by
an official of the agency]**

**[The individual signing the letter
must indicate their official title]**

****THIS IS A SAMPLE OF THE TEMPLATE FILLED IN****

**ACME LITTLE ABC SCHOOL
123 NO NAME ROAD
NO NAME, NY 10000**

July 7, 2007

To Whom It May Concern:

I am aware that Jane Doe is conducting a research study. Jane Doe is not affiliated with the Acme Little ABC School. This study focuses on how children learn their ABCs. Jane Doe has shared with me the details of her project.

I give her permission to conduct her study at our agency. Jane will be reviewing charts. These charts will be given to her de-identified. The de-identification process will be done by the Chart Department.

Acme Little ABC School requests the agency name and identifiers of its clients be kept completely confidential in the research results.

Sincerely,

John Smith
Director