Permission letter template

<The permission letter must be on the organization’s official letterhead including the organization’s address and phone number>

Date
<insert student’s name and address>

Dear <insert student’s name>

I have reviewed your request to conduct a research project involving the <insert organization name> and the <specify the methodology, such as survey, interview process, internal data (describe the data)> that will be used. I feel that this project will be beneficial to <insert organization name>. You have my permission to <specify what the student is authorized to do, for example, distribute a survey, survey senior management employees, use internal data> for this project.

The following stipulations should be observed: <insert any stipulations; such as the survey is done on personal time, the company name should be disguised in the project, results must be shared with the HR department, and so forth>.

If you have any questions regarding this letter of approval, please give me a call at <insert phone number>.

Sincerely,

<Signature: an original signature is preferred/a digital signature will be accepted/a typed signature will not be accepted>

<Insert the name and title of the person granting permission>

Do not include this in the letter: Note to students: See page 19 of the Student Guide to the MSA Capstone Project, Part 2, for a sample permission letter. See pages 22-23 for suggested text. The Student Guide to the MSA Capstone Project is found at <https://www.cmich.edu/academics/colleges/college-education-human-services/departments/masters-of-science-administration/student-resources/capstone-guides-and-research-approval>