



<<On Organization Letterhead, if possible>>

To Whom It May Concern,

I am writing on behalf of [organization]. We are in support of the project [Title of Research Project] to be carried out by [Principal Investigator].

The project activities which will occur at [organization] include [distribution and collection of surveys,] [interviews,] [focus groups,] [educational sessions,] [review of data,] [any other project procedures should be entered here]. [I/We/Organization] support[s] these project activities and the PI has approval to carry out these project activities at [organization].

INSERT IF NEEDED - Support for this project is predicated on the following conditions: [any requirements and/or restrictions should be listed here].

Sincerely,

[Name]

[Title]

PHONE: XXX-XXX-XXXX

E-MAIL: XXXX@XXX.XXX