Subject: Application for Data Usage

Dear Data Owner,

I am writing to you as [Your Position] at [Your Organization/Institution], and my name is [Your Name]. On behalf of our research team, I would like to request access to [specific data name or description] under your stewardship.

I. Research Background and Purpose

II. Data Required

III. Purpose of Data Usage

IV. Data Protection and Privacy

We fully recognize the importance of data protection and privacy. Therefore, we commit to:

Strictly adhering to relevant laws and regulations to ensure data security.

Not using the data for any purposes unrelated to the research objectives.

Anonymizing personal information in the data during the research process to ensure individual privacy is not compromised.

V. Duration of Data Usage

VI. Contact Information

[Your Signature (if applicable)] [Your Name] [Your Position] [Your Organization/Institution]