**{{fullName}}   
**The State University of Zanzibar (SUZA),**  
P.O. Box 146,  
Zanzibar, Tanzania,  
Tel: {{phoneNumber}}.  
{{date}}.**

**[Title of Letter Receiver]  
**The State University of Zanzibar (SUZA),**  
P.O. Box 146,  
Tunguu Main Campus,  
Zanzibar, Tanzania,  
Tel: +255 24 223 0724.  
Website:** [www.suza.ac.tz](http://www.suza.ac.tz)

**RE: REQUEST FOR FEASIBILITY STUDY APPROVAL**

**Dear Sir/Madam,**

**I am writing to request approval and an official letter to conduct a feasibility study at {{organizationName}} as part of my academic research requirements. I am a year {{yearOfStudy}} student pursuing the {{programOfStudy}} program at The State University of Zanzibar (SUZA), with registration number {{registrationNumber}}.**

**My research topic is **" {{researchTitle}} "**, and I plan to carry out the study from {{startDate}} to {{endDate}}. I would appreciate your support in issuing the appropriate authorization to present to the targeted organization.**

**Should you need more details, I can be reached via {{phoneNumber}} or {{email}}.**

**Thank you for your kind consideration.**

**Sincerely,**

**{{fullName}}**