

**REQUEST FOR PERMISSION TO CONDUCT RESEARCH AT {ORGANISATION/INSTITUTION’S NAME}**

{Date}

Title of study:

Name of contact person at organisation:

Contact person’s physical address

Contact person’s department

Contact person’s telephone number and email address

Dear {contact person’s title and name}

For a student: I, {name}, am doing research with my research supervisor, {title and name}, in the Department of …… towards a …. Degree in …… at the University of Johannesburg. We are inviting your organisation to participate in our study.

For an academic: I (or we), {title and name/s} from the Johannesburg Business School….. at the University of Johannesburg are conducting research on ……. We are inviting your organisation to participate in our study.

The aim of the study is …..

Your organisation has been selected because

The study will entail (describe nature of study, procedure, etc. briefly)

Potential benefits of the study are …..

Potential risks are …. – describe how risk will be dealt with or indicate no foreseeable risk

Feedback procedure will entail …..

Thank you for considering our request

Yours sincerely,

Name……

Signature…….

Position (e.g. senior lecturer)…….