

Agency Name,
Agency Address,
Agency phone,
Email

Date: 10/6/2022, 4:13:59 PM

To:
Permanent Secretary
Ministry of gender labor and Social Development,
George Street, Nakasero Hill Kampala, Uganda.

Dear Madam,

Subject: Complaint letter regarding the parking facility....

I am Katongole Isaac, a student at Makerere University pursuing a bachelor's degree in Information Systems and Technology in my third year. I am representing a team of four students seeking permission to conduct research at the Ministry of Gender Labor and Social Development and collect data to use in development of a Migrant Worker Incident Management System, as our final year project for both academic and service improvement purposes.

If given permission, we are to conduct interviews with different employees in your ministry, with you as our first priority, and participants' responses will be treated confidentially, and identities and the name of the organization will be anonymous unless otherwise expressly indicated. Attached is a copy of our questionnaire. Individual privacy will be maintained in all published and written data resulting from the study. The results will be communicated in my final year project report which is a partial fulfillment of the degree.

I therefore request for permission in writing to conduct research at the ministry. Please let me know if you require any further information. I look forward to your response as soon as is convenient.

Sincerely,

Your Signature

Your Name
Your Title