**Template: Agency Letter of Support**

*This is just a sample. Please adjust your letter accordingly. The letter or should provide adequate detail of the organization or group’s involvement and understanding. This must match the information provided in your project procedures and protocols.*

**Company/Institution Letterhead**

**Insert Agency Contact information**

**Insert Date**

Dear Whitworth University IRB:

On behalf of (insert name of organization), I am writing to grant permission for (insert student’s name), a student at Whitworth University, to conduct her/his research project titled, “(insert title of project).” I understand that (insert name of student) will recruit up to (insert recruitment number) of our clients (or staff – indicate who you are going to recruit as subjects for your project) and conduct (describe what you are going to do—e.g. chart reviews, interviews, an educational event, surveys) at (insert name of site) over the next (insert time frame for project – or provide specific dates such as from Sept 2018-May 2019). We are happy to participate in this research project as we recognize that the results will be used to improve (insert what it will improve such as client outcomes) at our facility. Therefore, as a representative of (agency/institution name), I agree that (*name of student*’*s*) research project may be conducted at our agency/institution.

Sincerely,

**Signature  
Title**