

April 25, 2008

Dr. Jody Jensen, Ph.D.

Chair, Institutional Review Board

P.O. Box 7426

Austin, TX 78713

irbchair@austin.utexas.edu

Dear Dr. Jensen:

The purpose of this letter is to grant [insert name], a [graduate/undergraduate/student/researcher/professor] at the University of Texas at Austin permission to conduct research at [name of organization]. The project, “[name of project]” entails [describe research activities to be done at site for which you seek permission – describe who, what, where, when, how, # of subjects to be included and purpose of research]. [name of organization] was selected because [insert reason]. [describe your relationship to organization]. [if results are to be shared with this organization – please state when and how this will occur]. I, [insert directors name] do hereby grant permission for [insert your name] to conduct [insert title] at [insert organization’s name].

Sincerely,