*[Note- This is a template/example of a typical letter of access. A letter of access is typically required to conduct surveys, interviews or obtain data sets from companies or institutions you are requesting access. (Remove this italic text before using this template/example.) ]*

From: [person giving permission’s name and title]  
Address: [full mailing address]  
Email: [email address]

Today’ Date: [date]

To: Institutional Review Board  
Office of Sponsored Programs  
University of Colorado Colorado Springs  
1420 Austin Bluffs Park Way  
Colorado Springs,CO 80918

Dear UCCS IRB,

The purpose of this letter is to grant [name of researcher(s)], at the University of Colorado Colorado Springs permission to conduct research at [name of organization]. The project titled, “[insert study title]” entails [describe the research activities to be done at site for which you seek permission; purpose of study; # of subjects to be included].

After review of the study protocol, [insert person giving permission’s name] I do hereby grant permission for [name of researcher(s)] to conduct the research title “[insert study title]” at [insert organizations name].

Sincerely,