***Please ensure that this Permissions Letter is provided on company headed paper***

**Research: Permission/Letter of Authority**

{Name of person giving permission}

{title}

{Company/Organisation name}

{Address}

{Address}

{Postcode/Zip}

{country}

Date

Subject: Permission to conduct research

Dear {Insert researcher’s name}

On behalf of {insert company/organisation name} I give my explicit permission for you to undertake the following research within our organisation.

Research title: {Insert research title}

The study must be carried out in the manner you have expressed in your ethics proposal, and any changes should be discussed with me at your earliest opportunity.

I wish you well in your research study.

Thank you.

Your sincerely

{Name of person giving permission}

{Title}

**Version history**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Amended by | Revision summary | Date |
| V1.0 |  | Publication |  |
| V1.1 | Senior Quality Officer | Review | September 2021 |