**Sample Site Permission Letter (v.10/19/2021)**

This is just a sample. Please adjust your letter accordingly. Be sure to delete help text.

**Company/Institution Letterhead [or email sent from professional email address of the person granting permission]**

**Date**

Dear University of Toledo IRB:

I have communicated with study team member (insert researcher’s name) and am writing to grant permission for the following study, “(insert title of study)”, lead by (insert name of PI) to be conducted at (location being granted permission).

I understand that the research will include (insert brief description of the research activities taking place at the site and who the target population(s) are; include specific study personnel who will be conducting research activities at the site, if other than the PI).

(As applicable, include additional information such as site responsibilities such as providing personnel, resources, sending IRB approved recruiting materials, etc. and any specific provisions for privacy and confidentiality concerns or public health provisions, e.g. COVID-19 precautions)

I understand the objectives of the proposed research and we are happy to be a site for this study and contribute to this important research.

I confirm that I am authorized to approve these research activities at this site.

Sincerely,

**Signature  
Title**