

## Site Authorization Letter (Sample)

Date

Name (Principal Investigator)  
Address (Principal Investigator)  
City, State Zipcode

Dear <<Principal Investigator>>:

I have reviewed your request regarding your study and am pleased to support your research project entitled "Title of research project". Your request to use <<name of institution>> as a research or recruitment site is granted. The research will include (describe research activities occurring with employees or within the institution). This authorization covers the time period of \_\_\_\_\_ to \_\_\_\_\_. We look forward to working with you.

Sincerely,

Name  
Title