*The final document must be physically signed on company letterhead.*

Date

University of Texas at El Paso

ORSP

Institutional Review Board

500 W. University Avenue

El Paso, Texas 79968

Dear UTEP IRB:

The purpose of this letter is to grant [PI name], a [graduate/undergraduate/student/researcher/professor] at the University of Texas at El Paso 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 [PI name] to conduct [insert title] at [insert organization’s name].

Sincerely,

[organization official]

[name and title below signature]