**[On agency letterhead]**

**Letter of Support for Off-Campus Research**

[Date]

Institutional Review Board:

As an authorized representative of [agency name], I grant approval for [investigator name] to conduct research involving human subjects at my organization. I understand that the purpose of this research is [describe purpose of research].

I grant permission for this project to involve [describe subjects to be involved] and I have determined these individuals to be appropriate subjects for this research. I understand that they will be asked to [describe what subjects will be asked to do].

To support this research, I agree to [describe any role the agency will have in the project, such as arranging for access to participants, providing time for staff to participate, etc.].

Sincerely,

[Name of authorized representative]

[Title]