EXAMPLE LETTER OF SUPPORT

[Letterhead of Department/Clinic/Institution sending letter of support to Principal Investigator (PI) of study. Letters of support can also come via email]

Re: [Study Title]

Dear [PI of study],

The [XXX Department/Clinic/Institution] is aware of your proposed research project. We understand that the involvement of our [XXX Department/Clinic/Institution] in assisting you to accomplish this project includes [state what resources – e.g., nursing assistance, space, approaching potential participants, handing out questionnaires, etc.].

As the [Clinic Head/Division Chair/Medical Director, etc.] of [XXX Department/Clinic/Institution] able to approve research at this site, I have read through your research proposal and support the involvement of our [School/Department/Clinic/Institution] in this project and look forward to working with you.

Should you have any questions, please contact me at [phone number/email address].

Sincerely,

[Clinic Head/Division Chair/Medical Director, etc.]