

Authorization Request for Graduate Research Project

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request authorization to conduct my graduate research project titled "[Project Title]" at [Institution/Organization Name]. This research aims to [briefly describe the purpose and significance of your research].

The project is scheduled to commence on [start date] and will conclude by [end date]. I plan to [briefly outline your methodology and any necessary resources, if applicable].

I understand the importance of adhering to institutional guidelines and regulations, and I assure you that I will comply with all requirements throughout the research process. Attached to this letter are the necessary documents, including [list any attached documents, such as research proposal, consent forms, etc.].

I would be grateful for your support in obtaining the necessary authorization for my research. Should you require any additional information or have questions regarding the project, please do not hesitate to contact me.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Program/Department]

[Your University]