

UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



University of the Witwatersrand,
[Insert affiliation (eg School Name, Unit etc.) and contact details]

[Insert addressee details]

[Contact person]

[Organisation name]

[Organisation address]

[Date]

Dear Sir/Madam,

Re: Permission to conduct research at [insert organization name].

My name is [insert applicant's name(s)].

[Provide your background]

I am studying for a [insert qualification] in the [insert School] at the University of the Witwatersrand. I am seeking permission to do research at [insert organisation name].

[or]

I am a staff member in the [insert School] at the University of the Witwatersrand. I am seeking permission to do research at [insert organisation name].

I am conducting research on [insert brief but sufficient detail for a permission granter to understand what the research entails and why you have chosen their organisation].

The research will entail collecting data from [insert details, for example staff; children; minors etc.]

[or]

I request permission to get access to [a database, list of customers, suppliers, members etc.]

[or]

I will invite individuals from your organization to participate in this study. [Explain who you want specifically, a certain group, or anyone in the organization?] If they agree, they will be asked to [insert how data will be collected. For example: answer questionnaires; be interviewed; focus group discussions. State how much time recipients will be required to set aside, and whether data collection will take place on

the premises and/or during work hours. State whether participant's responses will be audio or video recorded].

Participants will be asked to give their written or verbal consent before the research begins. Their responses will be treated confidentially, and identities (their names and the name of the organisation) will be anonymous unless otherwise expressly indicated. Individual privacy will be maintained in all published and written data resulting from the study.

The results will be communicated [insert how/where, e.g. dissertation; academic journals; book chapter, etc.].

The research participants will not be advantaged or disadvantaged in any way. They will be reassured that they can withdraw their permission at any time during this project without any penalty. There are no foreseeable risks in participating in this study. [If there are risks, these must be clearly stated.] The participants will not be paid for this study.

All research data will be [add something if the data will be destroyed, preserved anonymously for reuse by other researchers, etc.]

I therefore request permission in writing to conduct my research at your organization. The permission letter should be on your organization's headed paper, signed and dated, and specifically referring to myself by name and the title of my study.

Please let me know if you require any further information. I look forward to your response as soon as is convenient.

Yours sincerely,

Firstname Lastname

[Insert your name]

[Insert your contact number]

[Insert your Wits email address]

[Supervisor's name

Wits contact number

Wits email address]