

[Printed on official letterhead- if available]

TEMPLATE SITE APPROVAL LETTER

Regis University
3333 Regis Boulevard
Denver, CO 80221

Subject: Site Approval Letter

To whom it may concern:

This letter acknowledges that I have received and reviewed a request by *[researcher's name]* to conduct a research project entitled "*[study title]*" at *[site name]* and I approve of this research to be conducted at our facility.

When the researcher receives approval for his/her research project from the Regis University's Institutional Review Board, I agree to provide access for the approved research project. If we have any concerns or need additional information, we will contact the Regis University's IRB at irb@regis.edu.

Sincerely,

[name of senior administrator]
[position/title]
[phone/email]