To: [ Company Name]

[ Address ]

[Beirut, Lebanon]

[March 12, 2013]

**Permission to collect data for an LAU research study entitled [“Title of the study”].**

To whom it may concern,

I am writing to request permission for my students to be able to collect data from your [customers, employees, etc…]. [Student names] are [Med II] students at the Lebanese American University (Department of Medicine) and would be visiting your facility only in order to complete a research project related to [please aim and objective of study].[In this section you should also specify targeted population]

I would like you to distribute the survey via the link provided. It should take only 20 minutes or so of the participants’ time.

The data collected will be kept anonymous and will not be used for any other purpose.

Please do not hesitate to contact me should you need any additional information.

If you have any questions about this study, or you want to talk to someone outside the research, please contact the: IRB Office, Lebanese American University 3rd Floor, Dorm A, Byblos Campus. Tel: 00 961 1 786456 ext. (2546)

**Acknowledgement**

Name:

Signature:

Date:

Sincerely yours,

[Name of PI], Principal Investigator

[Name of PI, Title]

School of [specify]

Department of [specify]

Tel. [specify] ext. [specify]

P.O.Box: 36-Byblos, Lebanon