## Letter Seeking Permission to Use Survey/Questionnaire Tool

This *sample* cover letter may be used as a general guide to fulfill the requirements of informed consent. Items in bold typeface or underlined must be written to describe specific elements of the research study. Please remove this paragraph and the grayed highlights for your final letter.

Date

Name:

Institution:

Department:

Address:

City/State/Zip

Dear Sir/Madam:

I am a doctoral student from Missouri Baptist University writing my dissertation titled *XXXXXXXX,* under the direction of my dissertation committee chaired by Dr. chair name, who can be reached at phone/email. The Missouri Baptist University IRB Committee Chair can be contacted at 314-434-1115 or by mail at One College Park Drive, St. Louis, MO 63141.

I would like your permission to use the XXXXX survey/questionnaire instrument in my research study. I would like to use and print your survey under the following conditions:

* I will use the surveys only for my research study and will not sell or use it with any compensated or curriculum development activities.
* I will include the copyright statement on all copies of the instrument.
* I will send a copy of my completed research study to your attention upon completion of the study.

If these are acceptable terms and conditions, please indicate so by replying to me through e-mail: address@mobap.edu

Sincerely,

Doctoral Candidate

**Example of electronic response:** 