Sample Permission Letter Text

I am a <master’s/doctoral> student at the <University > completing a <thesis/dissertation> in <program name>. I am writing to ask written permission to use the <instrument name> in my research study. <Insert details about the nature of your research.> My research is being supervised by my professor, <professor name and title>.

<Include any details that will influence the decision, such as whether you plan to use the entire instrument or if you plan on modifying or adapting any of the questions. Describe how you plan to use the instrument. Specify the parameters of your research study and include any important information about the way you will administer the instrument and/or analyze the results>.

[optional]: I would also appreciate receiving copies of <supplemental material that will help you administer the test and analyze the results; for example, (1) the test questionnaire, (2) the standard instructions for administering the test, and (3) scoring procedures>.

[optional]: In addition to using the instrument, I also ask your permission to reproduce it in my <thesis/dissertation> appendix. The <thesis/dissertation> will be published in the UHCL Institutional Repository at <put in Internet address> and deposited in the ProQuest Dissertations & Theses database.

I would like to use [and reproduce] your <instrument> under the following conditions:

· I will use the <instrument> only for my research study and will not sell or use it for any other purposes

· I will include a statement of attribution and copyright on all copies of the instrument. If you have a specific statement of attribution that you would like for me to include, please provide it in your response.

· At your request, I will send a copy of my completed research study to you upon completion of the study and/or provide a hyperlink to the final manuscript

If you do not control the copyright for these materials, I would appreciate any information you can provide concerning the proper person or organization I should contact.

If these are acceptable terms and conditions, please indicate so by replying to me through e-mail at <your e-mail address>.

Sincerely,

<Your name>

This permission letter has been adapted with permission from:

· Appendix E of the Senior Thesis Handbook (2009-2010), Psychology Department, Dominican University of California Simon, M. K. (2011).

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