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[insert date]

Dr Ntsiko

Acting District Director

Ethel Valentine

Sutton Road, North End

Fax: (041) 451 0193

For attention: Dr Jansen

**REQUEST FOR PERMISSION TO CONDUCT RESEARCH IN SCHOOLS**

Dear Dr. Jansen

My name is [insert name], and I am a [insert field of study] student at the Nelson Mandela University in Port Elizabeth. The research I wish to conduct for my [e.g. Master’s treatise; Master’s dissertation; Doctoral thesis] involves [insert adaptation of title of study e.g. “the exploration and description of the career development of rural school children in grades six and seven”]. This project will be conducted under the supervision of [insert supervisor name] (Nelson Mandela University, South Africa) and [insert co-supervisor/promoter’s name and affiliation here, if applicable].

I am hereby seeking your consent to [what do you want consent for? E.g. “approach a number of rural schools in the Uitenhage district to provide participants for this project”].

I have provided you with a copy of my [treatise, dissertation or thesis] proposal which includes copies of the measure and consent and assent forms to be used in the research process, as well as a copy of the approval letter which I received from the Nelson Mandela University Research Ethics Committee (Human).

Upon completion of the study, I undertake to provide the Department of Education with a bound copy of the full research report. If you require any further information, please do not hesitate to contact me on [insert contact number, fax and email address]. Thank you for your time and consideration in this matter.

Yours sincerely,

[name of researcher]

Nelson Mandela University