

[Printed on official letterhead- if available]

TEMPLATE SITE APPROVAL LETTER

New York College of Health Professions
1651 Jericho Turnpike, Suite 210
Syosset, NY 11791

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 New York College of Health Professions's Institutional Review Board (NYCHP IRB), I agree to provide access for the approved research project. If we have any concerns or need additional information, we will contact the New York College of Health Professions's IRB at (516) 364-0808 or irb@nycollege.edu.

Sincerely,

[name of senior administrator]

[position/title]

[phone/email]