Instructions for Obtaining a Letter of Support from an Administrator/Organization

The letter should be on official letterhead and include three main components:

1. A statement that the person(s) have reviewed the study design and interview questions
2. A statement that the person(s) believes the interview questions to be culturally appropriate and agrees to allow employees of the organizations and/or clients connected to the program to be recruited for this study.
3. A statement that they are empowered to allow this study to take place within their organization

For example:

To Whom it May Concern,

This letter will serve as confirmation that I have reviewed the proposed study from \_\_\_\_\_\_\_\_\_\_(a student from Smith College in Northampton, Massachusetts, USA) and their local faculty adviser\_\_\_\_\_\_\_\_.  The study is titled "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."  I understand that the student plans to interview employees of humanitarian organizations as well as asylum seekers and refugees. I understand that the data collected will be presented at Smith College in Northampton, Massachusetts, USA.

I have reviewed the interview questions that the researcher will be asking asylum seekers, refugees, and employees at the organization.  I approve the content of these interviews and confirm that the questions are culturally appropriate. The investigator has permission to conduct interviews with voluntary participants who are associated with the *(name of organization*).

I am empowered to approve the recruitment of participants for interviews at the *(name of organization)* because of my position as the *(position of authority).*

Signed,