(Organization's Letterhead)

September 1, 2017

Institutional Review Board
Salem State University
352 Lafayette Street
Salem, MA 01970

I write in support of (insert investigator(s) name)'s proposal to conduct a research project entitled (insert name of project here).  It is my understanding that this project will involve (insert description here; include any provisions for agreement).  My contact information is (*insert contact information for organization leader here*).

Sincerely,

(Signature by school principal, superintendent or organization leader)