**Template: Agency Letter of Support**

*This is just a sample. Please adjust your letter accordingly. The letter or should provide adequate detail of the organization or group’s involvement and understanding. This must match the information provided in your project procedures and protocols.*

**Company/Institution Letterhead**

**Insert Agency Contact information**

**Insert Date**

Dear Gonzaga University IRB:

On behalf of (insert name of organization), I am writing to grant permission for (insert student’s name), a DNP student at Gonzaga University, to conduct her/his DNP project titled, “(insert title of DNP project).” I understand that (insert name of student) will recruit up to (insert recruitment number) of our clients (or staff – indicate who you are going to recruit as subjects for your DNP project) and conduct (describe what you are going to do—e.g. chart reviews, interviews, an educational event, surveys) at (insert name of site) over the next (insert time frame for DNP project – or provide specific dates such as from Sept 2018-May 2019). We are happy to participate in this DNP project as we recognize that the results will be used to improve (patient care, outcomes or processes) at our facility. Therefore, as a representative of (agency/institution name), I agree that (*name of student*’*s*) DNP project may be conducted at our agency/institution.

Sincerely,

**Signature  
Title**