

Gatekeeper E-mail/Letter Template

Dear [Gatekeeper Name]

My name is [Researcher Name] and I'm currently beginning a research project for my [Course Name] at Coventry University.

Subject to approval by Coventry University Research Ethics Committee this project will be [enter mode of research e.g. questionnaire] to assess [reason for research project].

I'm writing to ask your permission to be allowed access to your [e.g. mailing list, school, facility] to [e.g. seek research participants for a focus group, distribute a questionnaire etc.]. This should take [enter estimated time] and can be conducted at a convenient time and date to be arranged [delete and amend if online project]. All I will need is to arrange a suitable time to (e.g. give out questionnaires).

All answers and results from the research are kept strictly confidential and the results will be reported in a research paper available to all participants on completion. [delete/amend as appropriate]

If this is possible please could you e-mail me at [university e-mail address] to confirm that you are willing to allow access to [the/your] [e.g. employees/members/residents/students] providing they agree and are happy to take part.

Thank you for your time and I hope to hear from you soon.

Yours sincerely/faithfully

[Researcher Name]