To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Approval Letter to Conduct Research**

Dear Mr./Mrs. [name of Recipient],

This is in response to your request letter, as received on [mention date of request letter], seeking the approval for conducting the research. I am glad to inform you that your request is reviewed and approved by the management of [mention the name of Institute] to conduct research on [mention the Topic].

As a [graduate/masters/scholar/any other] and a brilliant student, we believe in you and have high expectations from you. We hope that your research will give birth to more ideas and practical theories related to the topic of your interest.

Your devotion and hard work are always appreciated and it is our pleasure to cooperate with you and wish you best of luck in the future. For further details or queries, feel free to contact me.

Best Regards,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]