DATE

**GERARDO D. LEGASPI, MD**

Hospital Director

Philippine General Hospital

**Through MARIA ANTONIA E. HABANA, MD**

Deputy Director for Health Operations

Philippine General Hospital

**JEAN ANNE B. TORAL, MD, MSc**

 Coordinator for Research

Expanded Hospital Research Office, PGH

Dear **Dr. Legaspi**,

 We are implementing the research study entitled **“Research Project Title”** with the following objectives:

1.
2.
3.

To achieve our objectives, we are respectfully requesting for Permission to Conduct Research at the following areas of the Philippine General Hospital:

1. Outpatient Department
2. Ward \_\_
3. Records Section

Attached are the following documents:

1. Ethical Clearance
2. Memorandum of Agreement/Clinical Trial Agreement (if applicable only)

For questions and clarifications, you may contact our Program Manager/Study Coordinator, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at \_\_\_\_\_\_\_, abc@gmail.com/up.edu.ph.

We are looking forward to a positive response.

Thank you very much.

Sincerely,

**NAME OF PRINCIPAL INVESTIGATOR**

Principal Investigator