



Date: _____

To Whom It May Concern

RE: ACADEMIC RESEARCH

We at KENPRO, Research and Publishing Organization would like to collect data on a study entitled “-----.” KENPRO has been delegated to assist in data collection for an academic research project being undertaken under ----- (institution).

We are glad to inform you that you been selected at random to participate in this study. Your opinion as an individual will remain confidential as the data will be analysed collectively and at no point will your name be mentioned in the report.

Any assistance provided will be highly appreciated.

Thank you in advance.

Best regards,

Director of Research & Publications