[PRINTED ON LETTERHEAD OF COLLABORATING ENTITY]

November 18, 2011

NDSU Institutional Review Board  
NDSU Department 4000  
PO BOX 6050  
Fargo, ND 58108-6050

To whom it may concern:

This letter is to indicate the intent of the University of Somewhere to collaborate in Dr. Principal Investigator’s research, “TITLE OF RESEARCH.”  In this research, University of Somewhere’s personnel will [describe the role that the entity’s personnel will play].  All U of Somewhere personnel have been trained in the protection of human subjects, and the approved NDSU IRB protocol will be followed when conducting the research.

If you have any concerns or questions, please contact me at: (555) 555-5555.

Sincerely,

John Q. Collaborator

John Q. Collaborator, Title  
University of Somewhere