

Point of Contact (POC) Location Permission

[Insert Date]

[Recipient]

[Title]

[Company]

[Address 1]

[Address 2]

[Address 3]

Dear [Recipient],

As a graduate student in the School of Behavioral Sciences at Liberty University, I am conducting research as part of the requirements for a doctoral degree. The title of my research project is Engaging Church Teams to Support Youths Aging Out of Care. The purpose of my research is to discover the factors needed to engage volunteer church members to be part of a team.

I am writing to request your permission to in [church name].

Respectfully, I would like your help in recruiting from seven to ten members of your church to voice their opinions and ideas. I would also like your help to reserve a church room for holding the sessions. I will facilitate focus group activities and one session to complete a form. Each activity will take approximately 30 minutes each for a total of three hours or less. Participants will be presented with informed consent information prior to participating. Taking part in this study is completely voluntary, and participants are welcome to discontinue participation at any time.

Thank you for considering my request. If you choose to grant permission, please respond by email to jahoneycutt@liberty.edu.

Sincerely,

John Honeycutt
Student