

Faculty of Education,

Chulalongkorn University

Phaya Thai Road, Pathum Wan,

Bangkok 10330

……(Date)……

Dear ………………………………………………….,

Subject: Request for Cooperation in Data Collection

This is to certify that Mr./Ms. ………… (name)………… is a Master Degree/Ph.D. student in ………(Program) ………, Faculty of Education, Chulalongkorn University. He/She is conducting research entitled “………… (research title) …………” under the supervision of ………… (advisor’s name) ………… His/her contact information is as follows: telephone number ……………………, email ……………………….

In this regard, the student researcher has to collect data from ...........(sample group).......... with/using ........... (instrument/treatment) ........... The students will subsequently coordinate with you and provide more detail on this matter.

Accordingly, I would like to kindly request for your permission to allow this student researcher to collect data for academic purposes. Your cooperation will be highly appreciated.

Yours sincerely,

(Assistant Professor Wichai Sawekngam, Ph.D.)

Associate Dean

Acting for Dean

Enclosure: Research Instruments



Faculty of Education,

**EXAMPLE**

Chulalongkorn University

Phaya Thai Road, Pathum Wan,

Bangkok 10330

29th March 2022

Dear Principle of ABC School,

Subject: Request for Cooperation in Data Collection

This is to certify that Mr. John Doe is a Master Degree student in Teaching English as a Foreign Language Program, Faculty of Education, Chulalongkorn University. He is conducting research entitled “New Way of English Instruction for Students” under the supervision of Assistant Professor Karu Sart, PhD. His/her contact information is as follows: telephone number: 0-87-654-3210, email johndoe@gmail.com

In this regard, the student researcher has to collect data from English teachers in the school with the questionnaire and observe the teachers in some classes. The students will subsequently coordinate with you and provide more detail on this matter.

Accordingly, I would like to kindly request for your permission to allow this student researcher to collect data for academic purposes. Your cooperation will be highly appreciated.

Yours sincerely,

(Assistant Professor Wichai Sawekngam, Ph.D.)

Associate Dean

Acting for Dean

Enclosure: English Instruction Questionnaire

# Procedures

1. Fill in the required information.
2. Check the correctness.
3. Save this letter (only the page that you need) in Microsoft Word (.docx) format.
4. Submit the file to [edu.chula.bundit@gmail.com](mailto:edu.chula.bundit@gmail.com) with a clear subject line such as “Request for Letter of Asking for Cooperation in Research.”
5. Don’t forget to give out your contact information, e.g., telephone number, Line id., etc. Therefore, the staff can contact you immediately if necessary.
6. Please allow for 3-5 business days for this process. The signed letter should be attached as a reply to your email. Please check back with the staff if you suspect an unusually long waiting time.

NOTE:

* The letter is not valid without the signature of the Associate Dean.
* The letter can only be used with the person addressed in the letter. Therefore, feel free to request letters as many as you need.
* Do not delete, change, or modify any part of the letter after being signed by the Associate Dean.