

University Logo

Month, Day, Year

HCAI Analyst
Department of Health Care Access and Information
2020 West El Camino Avenue, Suite 1100
Sacramento, CA 95833

RE: Project PI:
Project Title:
HCAI Request Number:

To Whom It May Concern:

I am the Chair of <Department> at the <University Name> School of <Department Name>. I am writing in support of a data request by my colleague, <Name and Title>. They and their co-author, <Name> of <University>, have requested nonpublic patient level data from the Department of Health Care Access and Information for a project entitled "<Project Name>." This research has been approved by <University IRB>. The data will reside on a dedicated secured network server at <University> and access to the data will be limited to <Data Users>.

Sincerely,

Name

Title

University

Phone number

Email

This is a SAMPLE letter, not a template. This is meant to give you an idea of the information HCAI is looking for. You do not need to copy this letter verbatim.