Month, Day, Year

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

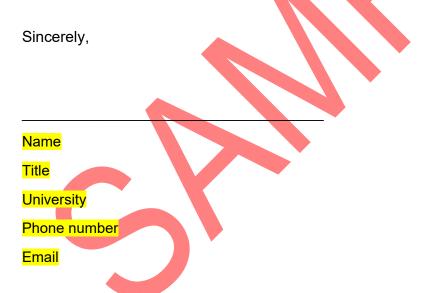
RE: Project PI:

Project Title:

HCAI Request Number:

To Whom It May Concern:

I am the Chair of Chepartment at the Cuniversity Name School of 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 Cuniversity, 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>.



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