

STEP 3 - TEMPLATE NO. 6 - Letter of request to access companies

Example of letter of request to access companies for the field research

This can be accompanied of the project factsheet as relevant.

[Formal greetings]

I am contacting you in the context of an analysis of the [VALUE CHAIN] in [COUNTRY], carried out by the International Labour Office (ILO).

On the basis of the mapping of the sector carried out in [TIME PERIOD], the ILO is conducting a study on working conditions and, in particular, safety and health in the [VALUE CHAIN] in [COUNTRY]. The purpose of this qualitative research is to determine the need and possible support activities for the value chain on OSH.

In this context, we would like to carry out the following activities with your company:

- Interview with the management of the company (45 minutes to an hour)
- Visit of the production site and the various stages of production (45 minutes to an hour)
- Focal group with 10-15 workers (45 minutes to an hour).

This visit is purely for the purpose of research on the needs of the value chain actors and the study will respect the anonymity of companies that open their doors.

Our research team is available [DATES] at your convenience.

We thank you in advance for the opportunity to grant us access to visit your company and we are at your disposal to organize it.

We remain at your disposal to follow up also by phone at: [PHONE NUMBER].

Thank you in advance for your time and consideration.

Best regards,

[SIGNATURE]