Date

Research Group Director/Chair Name

Title

Department

Western University

Dear [insert name],

I am writing to confirm that [insert group name] has decanal approval from the faculty of [insert faculty] to operate as a Research Group at Western University as of [insert date]. As an approved and active Research Group, [insert group name] will meet the expectations outlined under the [Manual of Administrative Policy and Procedures (MAPP), Section 7.9](https://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp79.pdf).

Sincerely,

[insert signature]

Name

Title

Faculty