

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Full Name], hereby authorize [Company/Organization Name] to use my personal data for the following purposes: [specify purposes, e.g., marketing, research, etc.].

I understand that the use of my personal data will be handled in accordance with relevant privacy laws and regulations.

This authorization is valid from [start date] until [end date/indefinitely], unless I provide written notice to revoke it.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]