

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Consent for [Specific Purpose]

I, [Your Name], in my capacity as [Your Title] at [Your Company], hereby grant consent for [specific action, event, or purpose] as outlined below:

1. **\*\*Purpose of Consent\*\***: [Briefly describe the purpose]

2. **\*\*Duration\*\***: [Specify start and end dates]

3. **\*\*Scope\*\***: [Detail the extent of the consent being granted]

4. **\*\*Conditions\*\***: [List any conditions or limitations if applicable]

This consent is provided voluntarily and may be revoked in writing at any time with [number] days notice.

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company]

[Your Contact Information]