

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Consent

I, [Your Name], [Your Title] of [Your Organization], hereby grant permission for [Recipient's Organization] to [describe the specific activity or use of materials being consented to].

This consent is granted for the following purposes:

- [Purpose 1]

- [Purpose 2]

- [Purpose 3]

I confirm that this consent is given voluntarily and without any pressure or inducement. I understand that [Recipient's Organization] will uphold the rights and privacy of all involved parties.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Optional: Attachments or additional notes]