

[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: Consent for [specific purpose]

We, [Your Organization's Name], hereby give our consent for [specific activity or usage] on the following terms and conditions:

1. **\*\*Purpose:\*\***

[Briefly describe the purpose of the consent.]

2. **\*\*Scope of Consent:\*\***

[Outline the extent of the consent being provided.]

3. **\*\*Duration:\*\***

[Specify the duration of the consent.]

4. **\*\*Responsibilities:\*\***

[Detail any responsibilities for both parties.]

5. **\*\*Confidentiality:\*\***

[Discuss any confidentiality agreements if applicable.]

6. **\*\*Contact Information:\*\***

For any inquiries or concerns, please contact:

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]

By signing below, both parties agree to the terms outlined in this consent letter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Signature]

-----  
[Recipient's Name]

[Recipient's Title]

[Signature]