

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Consent Letter
Dear [Recipient's Name],
I, [Your Full Name], hereby give my full consent for [specific action, project, or purpose] to be carried out by [Recipient's Name or Organization] as detailed below:
1. Description of the Action: [Provide a clear description of what you are consenting to]
2. Duration of Consent: [Specify the time period for which consent is valid]
3. Purpose: [Explain the purpose, if necessary]
4. Limitations (if any): [Mention any limitations to your consent]
I understand that my consent is voluntary and can be withdrawn at any time by notifying [Recipient's Name or Organization] in writing.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]