

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Consent for [Purpose of Consent]

I hope this message finds you well. I am writing to formally request your consent regarding [briefly describe the purpose, e.g., participation in a project, sharing of personal information, etc.].

Details of the request are as follows:

- Purpose: [Explain the purpose of the consent]
- Scope: [Describe what the consent covers]
- Duration: [Specify how long the consent is valid or if it's ongoing]
- Confidentiality: [Assure the recipient about privacy, if applicable]

Please indicate your consent by signing below. You may return this letter via [specify how the letter should be returned, e.g., email, mail].

Thank you for your attention to this matter. I appreciate your prompt response.

Sincerely,

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

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Consent:

I, [Recipient Name], hereby consent to [briefly restate the purpose of consent].

Signature: \_\_\_\_\_

Date: \_\_\_\_\_