

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
Xi'an Jiaotong-Liverpool University
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Consent Letter for [Specify Purpose]

I, [Your Full Name], a [Your Position/Role] at [Your Institution/Organization], hereby give my consent for [specific purpose, e.g., participation in a study, collaboration, etc.], which is to take place on [date(s) of the activity or event].

I understand that [briefly outline what you are consenting to, including any relevant details about the activity, such as duration, nature of participation, etc.].

I acknowledge that I have been informed about the nature of the [study/event etc.], the potential risks involved, and my rights as a participant.

Please feel free to contact me at [your phone number] or [your email address] if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Role]
[Your Institution/Organization]