

Permission Letter

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]

Subject: Permission to Obtain Social Security Details

Dear [Recipient's Name],

I, [Your Name], residing at [Your Address], hereby give my consent to [Recipient's Organization/Department] to obtain my social security details for the purpose of [Specify Purpose].

My social security number is [Your Social Security Number]. I understand that this information will be kept confidential and used solely for the stated purpose.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]