

# Data Transfer Authorization Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], hereby authorize the transfer of my data, which may include personal, financial, and usage information, from [Current Data Holder] to [New Data Holder]. This authorization is granted for the purpose of [specify purpose of transfer].

This authorization will remain in effect until [insert date or state "until revoked in writing"].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]