

Consent Letter for Formal Correspondence

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], residing at [Your Address], hereby give my consent for [Name of the Person/Organization] to use my information for formal correspondence purposes.

This consent includes, but is not limited to, the following:

- Sharing of my personal information as necessary.
- Sending and receiving official communications.
- Participating in necessary discussions and correspondence related to [specific purpose].

I understand that I have the right to withdraw my consent at any time by notifying [Name of the Person/Organization] in writing.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Contact Information]