

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your call may be recorded for quality assurance and training purposes. By continuing with this call, you consent to the recording.

If you do not wish to be recorded, please let us know, and we will be happy to assist you through other means.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company]