**Consent Letter/ Letter of Consent Sample**

To

(Recipient Name/ Designation)

Organisation name

Place

**Subject: Consent to \_\_\_\_ (state purpose for consent)**

Dear (Sir/ Madam)

(Explain the reason for providing/ requesting consent. Mention relevant details (such as dates, names, activities). End the letter by signing off and starting to accept the terms and conditions of the consent.

Signature

Name

Email ID/ Mobile number