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[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[AGENCY’S NAME]

[AGENCY’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [AGENCY’S NAME]

**RE: AUTHORITY TO DISCLOSE PERSONAL INFORMATOIN**

I am writing authorise you to disclose personal information about me.

You are authorised to disclose the following personal information:

[DESCRIBE THE INFORMATION YOU WANT DISCLOSED]

You are authorised to disclose the information described above to the following person or organisation:

[INSERT THE NAME OF THE PERSON OR ORGANISATION YOU WANT INFORMATION DISCLOSED TO]

[INCLUDE THE SECTIONS BELOW IF YOU WANT THE PERSON TO DISCUSS AN ISSUE ON YOUR BEHALF:

You are also authorised to discuss the following issue on my behalf with the person or organisation described above:

[EXPLAIN THE ISSUE YOU AUTHROISE THE PERSON TO DISCUSS ON YOUR BEHALF]

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]