

Example permission form for your customers and prospects

[Your company name here]

Dear [Customer]:

The FCC is now requiring all businesses to obtain signed written consent from recipients of faxes, including those with whom we have an existing business relationship. This new ruling is part of the implementation of the Telephone Consumer Protection Act.

We are sending this letter for two reasons:

- We wanted to alert you to the new law, which will affect all businesses. You may wish to notify your own customers about the law as well. The FCC discussion of the new rules can be found at http://hraunfoss.fcc.gov/edocs_public/attachmatch/FCC-03-153A1.pdf. You will want to read pages 110-124.
- We would like to formally request permission from you to send faxes to you, to the fax numbers that you designate.

Sincerely,

[Your Name Here]

FOR COMPANY/ORGANIZATION CONSENT

Company/organization name for which consent is being provided:

Name of person authorized to provide such consent:

Fax number(s) for which consent is being provided:

I understand that by providing the fax number(s) above, on behalf of the company/organizations specified above, I am authorized and hereby consent for the company/organization to receive faxes sent by or on behalf of **[list your company name(s) here]**.

Signature: _____

Date: _____

Please sign and return to XXX-XXX-XXXX.

Thank you.