

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Authorization Letter for Travel Consent

Dear [Recipient's Name],

I, [Your Full Name], born on [Your Date of Birth], residing at [Your Address], hereby give my consent for my [son/daughter/ward], [Child's Full Name], born on [Child's Date of Birth], to travel to [Destination] from [Start Date] to [End Date].

This travel is being arranged with [Travel Companion's Name], who is [Relationship to Child]. [Travel Companion's Name] can be reached at [Phone Number].

I understand that [Travel Companion's Name] will be responsible for [Child's Full Name] during this trip, and I fully authorize them to make decisions regarding the child's travel plans and safety while en route. In case of any emergencies or issues that may arise during the travel, I can be reached at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]