

[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 Traveling

Dear [Recipient's Name],

I, [Your Full Name], born on [Your Date of Birth], residing at [Your Address], hereby authorize [Authorized Person's Full Name], born on [Authorized Person's Date of Birth], residing at [Authorized Person's Address], to travel with my child [Child's Full Name], born on [Child's Date of Birth], to [Destination] from [Start Date] to [End Date].

This authorization allows [Authorized Person's Name] to make decisions regarding travel arrangements, accommodations, and any necessary travel-related activities on behalf of my child during this trip.

I affirm that I am the legal guardian of [Child's Full Name] and hold no objections to this travel.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]