

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

[Recipient Name or "To Whom It May Concern"]
[Recipient's Address (if known)]
[City, State, ZIP Code (if known)]

Subject: Authorization to Travel for Minor

Dear [Recipient's Name or "To Whom It May Concern"],
I, [Your Full Name], am the [Relationship to Minor, e.g., parent/legal guardian] of [Minor's Full Name], born on [Minor's Date of Birth]. This letter serves as my formal authorization for [him/her/them] to travel. Details of the trip are as follows:

- Destination: [Travel Destination]
- Departure Date: [Departure Date]
- Return Date: [Return Date]
- Accompanied by: [Name of Accompanying Adult and Relationship]

I confirm that I have given my consent for [Minor's Full Name] to travel with [Accompanying Adult's Name] and that they have the necessary travel documents, including a valid passport [and/or other documents if applicable].

In case of emergencies or if you need to contact me, please feel free to reach me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to the Minor]