

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

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

Dear [Recipient's Name],

I am writing to formally grant permission for [Traveler's Name], my
[relationship to traveler, e.g., son/daughter], to travel abroad to
[Destination] from [Start Date] to [End Date].

[Traveler's Name] will be accompanied by [Accompanying Adult's Name], who
is responsible for their care during this trip.

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

Sincerely,

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