

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Organization/Institution Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I, [Your Name], am the [parent/guardian] of [Child's Full Name], born on [Child's Birth Date]. I am writing to formally authorize my child to travel with [Name of Accompanying Adult/Organization] to [Destination] from [Start Date] to [End Date].

During this time, [Accompanying Adult/Organization] has my full permission to make any necessary decisions regarding my child's well-being and activities.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or confirmation.

Thank you for your attention to this matter.

Sincerely,

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