

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

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

Dear [Recipient Name],

I, [Your Name], am the [Mother/Father/Guardian] of [Child's Full Name], born on [Child's Date of Birth]. I hereby grant authorization for my child to travel with [Name of Accompanying Adult] to [Destination] from [Start Date] to [End Date].

During this time, [Name of Accompanying Adult] will be responsible for the wellbeing and safety of my child. I can be reached at [Your Phone Number] or [Your Email Address] should you need to contact me during this trip.

Attached are copies of my identification and [Child's Full Name]'s birth certificate for verification purposes.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]