

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

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

Subject: Travel Authorization for [Child's Full Name]

Dear [Recipient's Name],

I, [Your Full Name], am the legal guardian/parent of [Child's Full Name], born on [Child's Date of Birth]. I hereby grant permission for [Child's Full Name] to travel to [Destination] from [Start Date] to [End Date].

During this trip, [Child's Full Name] will be accompanied by [Accompanying Adult's Full Name, Relationship to Child]. They can be contacted at [Contact Information of Accompanying Adult].

Please find attached copies of my identification and [Child's Full Name]'s birth certificate for verification purposes.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Child]