

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

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

Subject: Travel Authorization Letter for Family Members

Dear [Recipient Name],

I, [Your Name], hereby authorize my family members, [Family Member 1 Name], [Family Member 2 Name], and [Family Member 3 Name], to travel on my behalf. They will be traveling to [Destination] from [Start Date] to [End Date].

This letter serves as confirmation that I allow them to make decisions regarding travel arrangements, including but not limited to booking tickets, checking in for flights, and handling any necessary documentation during the trip.

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

Thank you for your support and understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]