

[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 Minor

Dear [Recipient's Name],

I, [Your Full Name], am the [relationship to minor, e.g., parent, legal guardian] of [Full Name of Minor], born on [Date of Birth]. I hereby authorize [Name of Authorized Person or Accompanying Adult] to travel with my child to [Destination] from [Departure Date] to [Return Date]. During this trip, [he/she/they] has permission to engage in all planned activities and is in the care of [Authorized Person's Name]. In case of any emergency, I can be reached at [your phone number] or [your email]. Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]