

[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 Consent Letter for [Student's Name]

Dear [Recipient's Name],

I, [Your Name], am the [relationship to student, e.g., parent, legal guardian] of [Student's Name], a student at [School/Institution Name]. I am writing to give my consent for [him/her/them] to travel on [describe trip, e.g., school trip] from [start date] to [end date].

The details of the trip are as follows:

- Destination: [Location]
- Purpose: [e.g., educational, recreational]
- Accompanying Adults: [Names of teachers or chaperones]

I confirm that I have made arrangements for [Student's Name] to participate in this trip, and I understand the travel itinerary, including departure and return times.

In case of any emergencies, I can be reached at:

- Phone: [Your Phone Number]
- Email: [Your Email Address]

I hereby give permission for [Student's Name] to travel and participate fully in the activities planned during this trip.

Thank you for your attention to this matter.

Sincerely,

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