

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization/School]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Parental Travel Authorization

Dear [Recipient's Name],

I, [Your Full Name], am the [mother/father/legal guardian] of [Child's Full Name], who is [Child's Age] years old and currently enrolled in [Child's School/Organization]. I am writing to give my consent for my child to travel to [Destination] from [Start Date] to [End Date] with [Travel Companion's Name, if applicable], who is [Relationship to Child, e.g., a family friend, relative].

Details of the trip are as follows:

- Destination: [Destination]
- Purpose of Travel: [Brief description of the reason for travel]
- Accommodations: [Information about where the child will stay]
- Contact Information during Travel: [Phone number or other contact details of the travel companion]

In case of emergency, I can be reached at [Your Phone Number] or [Your Email Address].

I appreciate your understanding and support regarding this matter. Should you require any additional information or have any questions, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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