

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Travel Authorization for Minor

I, [Your Full Name], am the [parent/legal guardian] of [Minor's Full Name], born on [Minor's Date of Birth]. I am writing to authorize travel for my child to [Destination] from [Start Date] to [End Date].

During this period, [Minor's Full Name] will be traveling with [Name of Accompanying Adult], who is [Relationship to Minor, e.g., aunt, family friend]. I have provided all necessary identification and documentation for the trip.

Please find the following details included in this authorization:

1. Minor's Information:

- Full Name: [Minor's Full Name]
- Date of Birth: [Minor's Date of Birth]
- Passport Number (if applicable): [Passport Number]

2. Travel Details:

- Departure Date: [Departure Date]
- Return Date: [Return Date]
- Destination: [Destination]

3. Accompanying Adult's Information:

- Full Name: [Accompanying Adult's Full Name]
- Relationship to Minor: [Relationship]
- Contact Information: [Phone Number, Email Address]

This letter serves as my official consent for my child's travel. Should you need any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]