

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

[Recipient Name]  
[Recipient Title/Position]  
[Organization/School Name]  
[Organization/School Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Name], am the parent/guardian of [Child's Name], born on [Birth Date]. I am writing to give my consent for [Child's Name] to [describe the activity, event, or purpose for which consent is being granted, e.g., participate in a school trip, attend a workshop, etc.].

I understand the nature of the activity and acknowledge any potential risks involved. I confirm that [Child's Name] has permission to engage in this activity and that I will not hold [Organization/School Name] or its representatives liable for any injuries or issues that may arise during this event.

Please feel free to contact me at [your phone number or email address] if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Child]