

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization/Institution Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I, [Your Name], the legal guardian of [Child's Full Name], born on [Child's Date of Birth], hereby give my permission for [Child's Full Name] to [describe the activity, event, or purpose for which permission is granted, e.g., attend a field trip, participate in a sports team, etc.] on [date(s) of the event].

I understand the nature of the [activity/event] and confirm that [Child's Full Name] is fully permitted to participate.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)