

[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

To

The Principal
[School Name]
[School Address]
[City, State, ZIP Code]

Subject: Parental Consent Letter

Dear [Principal's Name],

I, [Parent/Guardian's Name], parent/guardian of [Child's Name], a student of [Class/Grade] at [School Name], hereby give my consent for my child to participate in [mention the activity/event, e.g., school trip, extracurricular activity].

I understand the details of the activity and the associated responsibilities and agree to allow my child to participate.

Should any medical concerns arise, I can be reached at [Parent/Guardian's Phone Number].

Thank you for your attention.

Sincerely,

[Parent/Guardian's Signature]
[Parent/Guardian's Name]
[Relationship to Child]