

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Title] (if applicable)  
[Airline/Travel Agency/Customs Office Name]  
[Address]  
[City, State, Zip Code]

Subject: Child Travel Declaration Letter

Dear [Recipient Name],

I, [Your Full Name], am the [relationship to child, e.g., parent/legal guardian] of [Child's Full Name], born on [Child's Date of Birth]. I am writing to formally declare that [Child's Name] has my permission to travel with [Accompanying Adult's Full Name] to [Destination] from [Departure Date] to [Return Date].

[Include any pertinent details about the trip, such as flight numbers, accommodations, and any legal documentation, if necessary.]

I confirm that [Accompanying Adult's Full Name] will care for [Child's Name] during the duration of the trip. Please find attached copies of my identification and [Child's Name]'s birth certificate/passport for your reference.

Should you require any further information or documentation, feel free to contact me via the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]