

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

Dear [Recipient's Name],

Subject: Child Travel Notification

I am writing to inform you that my child, [Child's Full Name], will be traveling with [Travel Companion's Name] to [Destination] from [Start Date] to [End Date]. The purpose of this trip is [briefly explain reason for travel, e.g., vacation, family visit, etc.].

Please find the details of the trip below:

- Departure Date: [Date]
- Return Date: [Date]
- Mode of Travel: [e.g., by plane, train, etc.]
- Contact Information during Travel: [Phone number or email where you can be reached]

I acknowledge that I am responsible for [Child's Full Name] during this trip and have made all necessary arrangements for [his/her] safety and well-being.

Thank you for your attention to this matter. Should you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]