

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name/School/Organization]  
[Address]  
[City, State, Zip Code]  
Subject: Child Travel Permission Letter  
Dear [Recipient's Name],  
I, [Your Name], am the parent/legal guardian of [Child's Name], born on  
[Child's Date of Birth]. I hereby give permission for my child to travel  
with [Name of Accompanying Adult/Group] to [Destination] from [Start  
Date] to [End Date].  
During this trip, I can be reached at [Your Phone Number] or [Your Email  
Address] for any concerns or emergencies.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]