

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

To Whom It May Concern,

I, [Your Name], am the parent/legal guardian of [Child's Full Name], born on [Child's Date of Birth]. I hereby grant permission for my child to travel with [Relative's Full Name] from [Departure Location] to [Destination] from [Start Date] to [End Date].

I confirm that [Relative's Full Name] is authorized to make decisions regarding my child's welfare during this trip. I can be reached at [Phone Number] or [Email Address] if any further information is needed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]