

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Minor Travel Authorization Letter

Dear [Recipient's Name],

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

During this trip, [Travel Companion's Full Name] will be responsible for [Minor's Name], and I can be reached at [Your Phone Number] or [Your Email Address] in case of any emergencies.

Please find attached copies of my identification and [Minor's Full Name]'s birth certificate for verification purposes.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Minor]