

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

[Recipient Name]
[Recipient's Position, if applicable]
[Organization/School/Travel Agency Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to grant permission for my [son/daughter], [Child's Name], to travel alone to [destination] from [departure date] to [return date]. [Child's Name] is [age] and has been informed of all necessary travel rules and responsibilities. We have made arrangements for [transportation details, accommodation, and any supervision if applicable].

If you have any questions or require further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Minor]