

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

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

Dear [Recipient's Name],

I am writing to inform you about the travel arrangements for my child,
[Child's Name], for [specific travel dates].

Travel Details:

- Departure: [Date and Time] from [Departure Location]
- Arrival: [Date and Time] at [Arrival Location]
- Mode of Transportation: [e.g., Flight, Train, Car, etc.]
- Accompanied by: [Name of accompanying adult, if applicable]

Emergency Contact:

In case of any emergencies during the travel, please feel free to contact
me at [Your Phone Number] or [Your Email Address].

Consent:

I, [Your Name], give my consent for [Child's Name] to travel to
[Destination] and to be accompanied by [Accompanying Adult's Name], who
will ensure their safety and well-being during the journey.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]