

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

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

Dear [Recipient Name],

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

During this trip, [Travel Companion's Name] will be responsible for my child's well-being. I can be contacted at [Your Phone Number] or [Your Email Address] if needed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]