

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name or "To Whom It May Concern"]
[Recipient's Address]
[City, State, Zip Code]

Subject: Guardianship Travel Letter

Dear [Recipient's Name or "To Whom It May Concern"],
I, [Your Name], am the legal guardian of [Child's Full Name], born on [Child's Date of Birth]. I am writing to provide permission for [Child's Name] to travel with [Accompanying Adult's Name] to [Destination] from [Start Date] to [End Date].

During this trip, [Accompanying Adult's Name] will be responsible for [Child's Name]. They can be reached at [Accompanying Adult's Phone Number] should you need to verify any details.

Attached are copies of my identification and [Child's Name]'s birth certificate for your reference.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to the Child]