

[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 formally grant permission for [Name of Traveler(s)] to travel to [Destination] from [Start Date] to [End Date]. This trip has been planned for [reason for travel, e.g. personal, educational, work-related] and I have ensured that all necessary arrangements are in place. [Name of Traveler(s)] is authorized to make all necessary decisions regarding this trip, and I confirm that I trust their judgment and ability to act responsibly during this time.

Should you require any further information or have any questions regarding this permission, please feel free to contact me at the above phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to Traveler(s)]