

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

[Date]  
[Recipient's Name]  
[School's Name]  
[School's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to grant permission for my child, [Child's Name], to participate in the upcoming [specific activity/event] on [date]. I understand that this event will take place at [location] and will involve [brief description of the activity].

I acknowledge that I have received all necessary information regarding the activity and agree to the terms and conditions outlined by the school.

Please feel free to contact me at the phone number or email above if there are any further questions or concerns.

Thank you for providing this opportunity for my child.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Child]