

[Your Organization's Letterhead]

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian Name],

Subject: Permission for Youth Participation in [Event/Activity Name]

We are excited to inform you that [Youth's Name], a participant in our program, has the opportunity to participate in [Event/Activity Name] taking place on [Date] at [Location]. This event aims to [briefly describe the purpose of the event and its benefits].

To ensure [Youth's Name] can take part in this valuable experience, we kindly ask for your permission. Please review the details below:

****Event Details:****

- ****Date:**** [Event Date]

- ****Time:**** [Event Time]

- ****Location:**** [Event Location]

- ****Transportation:**** [Details regarding transportation, if applicable]

- ****Supervision:**** [Details about adult supervision and safety measures]

If you agree to allow [Youth's Name] to participate, please sign and return the attached permission slip. Should you have any questions or require further information, feel free to contact us at [Your Phone Number] or [Your Email].

Thank you for your support!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email]

****Permission Slip****

I, [Parent/Guardian Name], give permission for my child, [Youth's Name], to participate in [Event/Activity Name] on [Date].

Signature: _____

Date: _____

Emergency Contact Number: _____

Medical Concerns (if any): _____