

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

[Recipient Name]  
[Recipient Position]  
[Institution/School Name]  
[Institution Address]  
[City, Zip Code]

Dear [Recipient Name],

Subject: Consent Letter for [Student's Name]

I, [Your Full Name], am the [relation to the student, e.g., parent/guardian] of [Student's Full Name], who is currently enrolled in [Grade/Class] at [School Name]. I am writing to provide my consent for [specific activity or event, e.g., a field trip, participation in a study, etc.] scheduled for [date(s)].

I understand that the activity will take place at [location] and will involve [brief description of the activity]. I have been informed about the details and any associated risks.

I confirm that my child has my full permission to participate in this activity. I also agree to adhere to any guidelines or instructions provided by the school regarding this event.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Student]

[Date]