

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Organization/School Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to seek permission for [your child's name] to travel to [destination] from [start date] to [end date]. This trip is [brief reason for travel, e.g., for a family vacation, educational purposes, etc.]. During the travel period, [your child's name] will be under my supervision, and I will ensure that [he/she/they] adheres to all necessary guidelines and protocols.

Please let me know if you need any further information or documentation regarding this request. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]