

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], am writing to authorize [Traveler's Name], my
[relationship to traveler, e.g., child, friend], to travel on my behalf.

Traveler's Details:

- Full Name: [Traveler's Name]
- Date of Birth: [Traveler's Date of Birth]
- Passport Number: [Traveler's Passport Number]

Travel Details:

- Destination: [Travel Destination]
- Travel Dates: [Start Date] to [End Date]

I confirm that I have granted [Traveler's Name] permission to travel
during this period and to make any necessary arrangements related to this
trip.

Should you require any further information, please do not hesitate to
contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]