

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

[Date]
[Recipient's Name or Title]
[Recipient's Address]
[City, State, Zip Code]

Subject: Travel Consent Letter

Dear [Recipient's Name or Title],

I, [Your Name], am the [relationship to the child, e.g., mother, father, legal guardian] of [Child's Name], born on [Child's Date of Birth]. I hereby give my consent for [Child's Name] to travel with [Travel Companion's Name] to [Destination] from [Start Date] to [End Date]. During this trip, they will be staying at [Accommodation Name/Address] and can be reached at [Contact Number or Email]. I understand that [Travel Companion's Name] will be responsible for [Child's Name] during this time.

In case of an emergency, I can be reached 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]