

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

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

Subject: Travel Permission Letter for [Minor's Name]

Dear [Recipient's Name],

I, [Your Name], am the [Mother/Father/Guardian] of [Minor's Name], born on [Date of Birth], and I hereby give my permission for [him/her/them] to travel to [Destination] from [Start Date] to [End Date].

During this period, [he/she/they] will be accompanied by [Accompanying Adult's Name] who is [his/her/their] [Relationship to Minor].

[Accompanying Adult's Name] can be reached at [Accompanying Adult's Phone Number].

I have ensured that [Minor's Name] is aware of all necessary travel arrangements and guidelines. In case of any emergencies, I can be contacted 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]

[Your Relationship to the Minor]