

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

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

Dear [Recipient's Name],

Subject: Parental Permission Letter

I am writing to formally request your permission for [Child's Name], who is [Child's Age/Grade], to [participate in an activity, attend a trip, etc.]. This activity will take place on [Date] at [Location].

The purpose of this [activity/trip/event] is to [briefly describe the purpose]. We believe that it will provide valuable experiences, including [mention any benefits].

Please ensure that [Child's Name] has the following items with them:

[list any necessary items].

Should you have any concerns or questions, please feel free to contact me at [Your Phone Number] or [Your Email Address]. Your support is greatly appreciated.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title/Relation to Child]

[Your Signature (if sending a hard copy)]