

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

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

Dear [Parent's Name],

I hope this letter finds you well. I am writing to seek your approval for
[specific request or activity].

[Briefly explain the request/activity and its significance or benefit].

I appreciate your consideration and look forward to your response.

Thank you,

Sincerely,

[Your Name]