

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 request your consent for [specific activity or event], scheduled for [date].

[Brief explanation of the activity, its purpose, and any relevant details, such as location, duration, and what participation entails.]

Your approval is important because [explain why parental consent is necessary]. Please review the attached [any necessary forms or additional information] and let me know if you have any questions.

I kindly ask you to sign and return the attached consent form by [deadline].

Thank you for considering this request.

Warm regards,

[Your Name]
[Your Position/Relationship to the child]
[Signature (if sending a hard copy)]
[Attachment: Consent Form]