

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

[Recipient's Name]
[Recipient's Title/Position]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], am the parent/legal guardian of [Child's Name], who is a student in [grade/year] at [School Name]. I am writing to formally grant permission for my child to [describe the activity or event, e.g., participate in a field trip, attend a workshop, etc.] on [date(s) of the event] at [location of the event].

I understand that [provide any additional information about the event, including any associated risks, supervision, etc.].

Please feel free to contact me at [your phone number] or [your email address] if you need any additional information or if there are forms that I need to complete.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Relationship to Student]