

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

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

Subject: Letter of Permission for Minor

Dear [Recipient's Name],

I, [Your Name], am the parent/legal guardian of [Minor's Name], born on [Date of Birth], and I hereby grant permission for [him/her/them] to [describe the activity, e.g., participate in a school trip, attend a summer camp, etc.].

Details of the Event/Activity:

- Date(s): [Start Date] to [End Date]
- Location: [Location of Activity]
- Contact Person: [Name and Phone Number of Responsible Adult]

I understand that during this event, [Minor's Name] will be under the supervision of [Name of Adult/Organization] and that appropriate measures will be taken to ensure [his/her/their] safety.

In case of an emergency, I can be reached at [Your Phone Number].

Additionally, I have provided the following medical information:

- [Allergies/Medical Conditions]
- [Medications]

I acknowledge that [Minor's Name] will be responsible for following all rules and guidelines set forth by the organization and understand that failure to do so may result in [his/her/their] removal from the activity. Please feel free to contact me if you have any further questions or need additional information.

Thank you for your attention to this matter.

Sincerely,

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