

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

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

Dear [Recipient's Name],  
I, [Parent's Name], hereby give permission for my child, [Child's Name],  
to [describe the purpose of the permission, e.g., attend a field trip,  
participate in an event].

The event will take place on [date] at [location]. I understand that  
appropriate measures will be taken for the safety and well-being of the  
participants.

Please feel free to contact me at [Parent's Phone Number] or [Parent's  
Email Address] if you require any further information.

Thank you for your understanding.

Sincerely,

[Parent's Name]

[Parent's Signature (if sending a hard copy)]