

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization's Name]
[Organization's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I, [Your Name], am the [Relationship to Minor] of [Minor's Name], who is [Minor's Age] years old. I am writing to grant permission for [Minor's Name] to [describe the activity, event, or purpose], which will take place on [Date] at [Location].

I hereby authorize [Recipient's Name or Organization] to supervise and care for [Minor's Name] during this time. I acknowledge that all necessary precautions will be taken to ensure [his/her/their] safety and well-being.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

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