

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

Dear [Teacher's Name or Principal's Name],
I, [Parent/Guardian's Name], am writing to give my permission for my child, [Child's Name], a student in [Grade/Class Name], to participate in the [Specific Project/Activity Name] scheduled for [Date/Time] at [Location].

I understand that this project involves [brief description of the project/activity], and I am aware of the potential risks and benefits associated with participation.

I release [School Name] and its staff from any liability in case of an accident or injury while my child is engaged in the activity.

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

Thank you for your attention, and I look forward to your confirmation.
Sincerely,

[Parent/Guardian's Signature]
[Parent/Guardian's Printed Name]
[Relationship to Child]