

[Your Name]
[Your Position/Title]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Parent's Name]
[Parent's Address]
[City, State, Zip Code]

Dear [Parent's Name],

Subject: Request for Parental Consent

I hope this letter finds you well. I am writing to request your consent regarding [briefly state the purpose of the request, e.g., your child's participation in a particular program, activity, or medical procedure]. Details of the [program/activity/procedure]:

- Date: [insert date]
- Location: [insert location]
- Duration: [insert duration]
- Description: [provide a brief description of what the program/activity entails]

We believe that this opportunity will be beneficial for [Child's Name] by [explain any potential benefits]. Your consent is important to us to ensure [Child's Name] can participate.

Please review the attached documents for more information, and feel free to contact me at [your phone number] or [your email] should you have any questions.

I kindly ask you to sign and return the consent form by [insert deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title]

Enclosure: Parental Consent Form