

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

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

Dear [Recipient's Name],

I, [Your Full Name], the parent/legal guardian of [Child's Full Name], born on [Child's Date of Birth], hereby give my consent for my child to travel to [Destination] on [Travel Dates].

The purpose of this trip is [Purpose of Trip]. During this time, my child will be under the supervision of [Responsible Adult's Name], who can be contacted at [Contact Information].

I confirm that my child has the necessary documents for travel, including [List Any Required Documents, e.g., passport, visa].

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

Thank you for your attention.

Sincerely,

[Your Signature]
[Your Printed Name]
[Relationship to Child]