

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

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

Dear [Recipient's Name],

I, [Your Name], am writing to formally grant permission for my child, [Child's Name], to participate in [specific extracurricular activity] at [School/Organization Name].

Details of the activity are as follows:

- ****Activity Name:**** [Name of Activity]
- ****Start Date:**** [Start Date]
- ****End Date:**** [End Date]
- ****Days/Times:**** [Days and times of the activity]
- ****Location:**** [Location of the activity]

I understand that this activity may involve certain risks and agree to take responsibility for [Child's Name]'s well-being during this period.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]