

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Organization/School Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Name], am the parent/guardian of [Child's Name], who is [Child's Age] years old. I am writing to give my permission for [Child's Name] to participate in [Event/Program Name] taking place on [Date(s)] at [Location].

I understand that this event will involve [brief description of the event and its purpose]. I acknowledge that my child's involvement is voluntary and that I have the option to withdraw my consent at any time.

In case of an emergency, I can be reached at [Emergency Contact Number].

Thank you for providing this opportunity for my child.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)