

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

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

Subject: Travel Permission Letter for [Minor's Full Name]

Dear [Recipient Name],

I, [Your Name], am the [relationship, e.g., parent, guardian] of [Minor's Full Name], born on [Date of Birth]. I hereby grant permission for my child to travel to [Destination] from [Start Date] to [End Date].

The purpose of this travel is [briefly explain the reason for travel, e.g., vacation, family visit, etc.]. During this time, [Minor's Full Name] will be accompanied by [Accompanying Adult's Name] who is [relationship to the child].

I have attached copies of my identification and [any other documents, if applicable]. Should you need any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]