

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

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

Dear [Recipient Name],

I, [Your Name], am writing to request parental permission for [specific activity or event] that will take place on [date] at [location]. This activity is organized by [organization/school name] and aims to [briefly explain purpose and benefits].

I understand the importance of ensuring safety and proper supervision, and I assure you that all necessary precautions will be taken.

Please sign below to indicate your consent for [Child's Name] to participate in this activity.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]

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Parent/Guardian Signature

[Date]

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Printed Name