

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

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

Dear [Recipient's Name],

I am writing to formally request permission for my child, [Child's Name], to travel to [Destination] from [Start Date] to [End Date]. The purpose of this trip is [explain purpose, e.g., vacation, educational trip, family visit, etc.].

During this time, [Child's Name] will be accompanied by [Name of Accompanying Adult, if applicable]. We will ensure that all necessary arrangements for their safety and well-being are taken care of.

Please let us know if you require any additional information or documentation. Thank you for considering this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]