

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

[Recipient's Name]
[Recipient's Title/Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I, [Your Name], the parent/guardian of [Child's Name], hereby grant permission for my child to [describe the activity/event, e.g., participate in a school field trip to XYZ location, attend an after-school program, etc.], scheduled for [date of the activity/event]. I understand that this activity will take place at [location] and that transportation will be provided by [method of transportation, if applicable].

In case of an emergency, I can be reached at [emergency contact number]. Additionally, I have completed the necessary health forms and shared any pertinent medical information with you regarding my child.

Thank you for your attention to this matter. Please do not hesitate to contact me if you have any further questions or require additional information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Child]