

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

[Teacher/Coach's Name]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]

Dear [Teacher/Coach's Name],
I, [Your Name], the parent/guardian of [Child's Name], give permission
for my child to participate in [Activity/Event Name] scheduled for
[Date(s)] at [Location].

I understand that transportation will be provided by [explain
transportation details, if applicable], and my child is expected to [any
specific requirements or expectations, e.g., bring a lunch, wear
appropriate clothing, etc.].

In case of emergency, I can be reached at [Your Phone Number]. I grant
permission for medical treatment if necessary.

Thank you for organizing this activity. I believe it will be a rewarding
experience for my child.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Relationship to Child]