

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

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

Dear [Recipient's Name],

I, [Your Name], am writing to provide my parental approval for [Child's Name] to [describe the activity, event, or situation, e.g., attend a school trip, participate in a sports event, etc.].

I understand that this activity will take place on [date] at [location].

I believe this opportunity will be beneficial for [Child's Name], and I fully support their participation.

Please feel free to contact me at [your phone number or email] should you need any further information or have any questions.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Child]

[Optional: Additional Contact Information]