

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

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

Subject: Parental Consent Letter

Dear [Recipient's Name],

I, [Your Full Name], am the parent/legal guardian of [Child's Full Name], born on [Child's Birth Date]. I hereby give my consent for [Child's Name] to [describe the activity, event, or situation for which consent is being given, e.g., attend a field trip, participate in a specific program, etc.].

Details of the event/activity:

- Date: [Date of the event/activity]
- Location: [Location of the event/activity]
- Time: [Start and end time]

I understand the nature of the activities involved and acknowledge that all necessary precautions will be taken to ensure the safety of [Child's Name].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or need further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Child]