

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's/Coach's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's/Coach's Name],
I, [Parent's Name], am the parent/guardian of [Child's Name], a student in [Grade/Class/Team] at [School's Name]. I am writing to give my permission for my child to participate in [specific extracurricular activity, e.g., soccer team, theater production, band].
I understand that the activity will take place on [dates and times] at [location]. I am aware of any associated risks and have ensured that my child is prepared to engage in this activity.
Please feel free to contact me at [phone number] or [email address] should you require any further information or have any questions.
Thank you for your support in [Child's Name]'s involvement in this activity.
Sincerely,
[Parent's Name]
[Signature if sending a hard copy]