

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Organization/School Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Name], am the parent/legal guardian of [Child's Full Name], born on [Child's Date of Birth]. I am writing to give my consent for [specific activity or purpose, e.g., "my child to participate in the field trip to..."] scheduled for [date of event].

I understand that [brief description of the activity and any relevant details, including possible risks].

I hereby grant permission for my child to participate in this activity and agree to the terms outlined.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Child]