

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

Dear [Recipient's Name],

I, [Parent's Name], the parent/guardian of [Child's Name], am writing to grant my consent for [Child's Name] to participate in [describe the activity/event, e.g., a school trip, extracurricular activity, etc.], scheduled for [date(s) of the event].

I understand that this activity will take place at [location] and may involve [briefly describe any potential risks or activities involved].

I acknowledge that I have been informed about the details of the event and agree to allow [Child's Name] to participate. I also give permission for [Child's Name] to be transported to and from the event as needed.

In case of emergency, I can be reached at [Emergency Contact Number].

Thank you for your attention to this matter.

Sincerely,

[Parent's Name]

[Parent's Signature] (if sending a hard copy)

[Relationship to Child]