

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

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

Subject: Parental Consent Letter

Dear [Recipient's Name],

I, [Your Name], am the parent/legal guardian of [Child's Name], born on [Child's Date of Birth]. I hereby give my consent for [Child's Name] to [describe the activity, event, or situation where consent is required, e.g., participate in a school trip, take a class, etc.] taking place on [date of the event].

I understand the details of the [activity/event] and agree to the terms involved. I confirm that my child has permission to [specific details, if necessary].

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to the Child]