

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request permission for my child, [Child's Name], to participate in [specific activity or event, e.g., a school trip, extracurricular activity, etc.], scheduled for [date or timeframe].

[Child's Name] is very enthusiastic about this opportunity and I believe it would greatly benefit [him/her/them]. I understand the importance of safety and will ensure that [he/she/they] follow all necessary guidelines and instructions.

Please let me know if you need any further information or forms to complete this request. Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Child]