

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Authorization Letter for Child Travel Abroad

Dear [Recipient Name],

I, [Your Full Name], am the [Father/Mother/Guardian] of [Child's Full Name], born on [Child's Date of Birth]. I hereby authorize [Traveling Companion's Name], who is my [Relationship to Companion], to take my child abroad for the purpose of [reason for travel, e.g., vacation, family visit, etc.].

Details of the trip are as follows:

- Destination: [Destination Country/City]
- Departure Date: [Departure Date]
- Return Date: [Return Date]

I confirm that [Traveling Companion's Name] has my full permission to travel with my child and to make any necessary decisions regarding my child's care during this trip.

Should you require additional information or verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Relationship to the Child]