

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

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

Subject: Child Travel Authorization Letter

To Whom It May Concern,

I, [Your Name], am the [relationship to child, e.g., parent/guardian] of [Child's Full Name], born on [Child's Date of Birth]. I hereby grant permission for my child to travel with [Travel Companion's Name] to [Destination] from [Start Date] to [End Date].

The purpose of this trip is [brief description of the trip's purpose, e.g., vacation, visit family, etc.]. During this time, [Travel Companion's Name] will be responsible for my child's care and supervision.

I have attached copies of my identification as well as my child's birth certificate for verification purposes.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]