

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Subject: Travel Letter for [Child's Name]
Dear [Recipient's Name],
I am writing to inform you that I will be traveling with [Child's Full Name], born on [Child's Date of Birth], to [Destination] from [Start Date] to [End Date].
The travel itinerary is as follows:
- Departure: [Flight/Travel Details, Date, and Time]
- Return: [Flight/Travel Details, Date, and Time]
We will be staying at [Hotel/Accommodation Name, Address, and Contact Information].
Please let me know if you have any concerns or require further information. I appreciate your understanding and cooperation regarding this matter.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]
cc: [Any other relevant parties, e.g., attorney]