

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request your permission to take [Child's Name], my child, overseas for a family trip. We plan to travel to [Destination] from [Start Date] to [End Date].

The purpose of this trip is [briefly explain the purpose, e.g., family vacation, visiting relatives, educational opportunity]. I assure you that I will take every necessary precaution to ensure [Child's Name]'s safety and well-being during our travels.

I understand the importance of keeping you informed and will provide you with an itinerary, contact information, and updates while we are away.

Please let me know if you require any additional information or if there are specific concerns you would like to discuss. Thank you for considering my request.

Sincerely,  
[Your Name]