

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

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

Dear [Recipient Name],

I am writing to request your permission to take [Child's Name],  
[Relationship to Child], on an international trip to [Destination] from  
[Start Date] to [End Date]. This trip is an opportunity for [reason for  
the trip, e.g., educational experience, family visit, personal growth].  
I assure you that all necessary arrangements will be made to ensure  
[Child's Name]'s safety and well-being throughout the journey. We will be  
traveling with [travel companions, if any], and will adhere to all travel  
guidelines.

Please let me know if you have any concerns or require additional  
information. Thank you for considering this request.

Sincerely,  
[Your Name]