

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you that I will be traveling internationally with my child, [Child's Name], on [Travel Dates]. We are scheduled to depart from [Departure City] to [Destination City] for the purpose of [Reason for Travel, e.g., vacation, family visit, etc.].

[Child's Name] is [Child's Age] years old and will be accompanying me on this journey. I want to ensure all necessary precautions and paperwork are in order for a smooth travel experience.

Please note that we will have the following documentation with us:

- Valid passports for both myself and [Child's Name]
- [Any additional documents, e.g., consent letter if traveling alone with child, medical records, etc.]

If there are any specific requirements or recommendations for traveling with a child internationally, please let me know.

Thank you for your attention to this matter. I look forward to your guidance.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]