

[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, [Your Name], am the parent/guardian of [Child's Name], born on [Child's Date of Birth]. I am writing to grant permission for my child to travel overseas to [Destination] from [Start Date] to [End Date].

Details of the trip are as follows:

- Purpose of Travel: [Brief Description]
- Accompanied by: [Name of Accompanying Adult]
- Contact Information of Accompanying Adult: [Phone Number, Email]

I will ensure that [Child's Name] has all necessary travel documents, including a passport and any required visas. I can be reached at [Your Phone Number] or [Your Email Address] should you need to contact me regarding this matter.

Thank you for your attention to this letter.

Sincerely,

[Your Signature] (if sending a hard copy)
[Your Printed Name]