

[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 [relationship to child, e.g., parent/legal guardian] of [Child's Full Name], born on [Child's Date of Birth]. This letter serves to grant permission for my child to travel with [Travel Companion's Name], [relationship to travel companion, e.g., aunt, friend, etc.], to [Destination] from [Start Date] to [End Date].

During this trip, [Travel Companion's Name] will be responsible for my child's wellbeing and safety. I can be reached at [Your Phone Number] or [Your Email Address] for any questions or concerns regarding this permission.

Please let me know if you require any additional information.

Sincerely,

[Your Signature]
[Your Printed Name]