

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

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

Subject: Authorization Letter for Travel of Minor

Dear [Recipient's Name],

I, [Your Full Name], am the [relation to the minor, e.g., parent/guardian] of [Minor's Full Name], who was born on [Minor's Date of Birth]. I hereby authorize [Name of the Accompanying Adult], who is my [relation, e.g., friend, relative], to travel with my minor child to [Destination] from [Start Date] to [End Date].

During this trip, [Name of the Accompanying Adult] has my permission to make decisions regarding [any medical or travel-related decisions, if necessary].

Please find attached copies of [Minor's Full Name]'s documents like the passport, birth certificate, and any other relevant identification.

Thank you for your understanding and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Minor]