

[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/legal guardian of [Child's Full Name], born on [Child's Date of Birth]. I am writing to give my permission for my child to travel to [Destination] from [Start Date] to [End Date] accompanied by [Accompanying Adult's Name], who is [Relationship to Child].

During this trip, my child will be participating in [describe activities or purpose of the trip], and I am fully aware of the itinerary and plans outlined for this journey.

I understand that [Accompanying Adult's Name] will ensure my child's safety and well-being throughout the duration of the trip. I have provided them with all necessary medical information, as well as emergency contacts.

Please find attached a copy of my ID and my child's birth certificate for verification purposes. If you need further information or have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for facilitating this travel opportunity for my child.

Sincerely,

[Your Signature]
[Your Printed Name]