

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[School/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I, [Your Name], am the parent/guardian of [Child's Name], who is in grade [Child's Grade] at [School Name]. I am writing to grant permission for my child to participate in the [Name of Event/Trip] scheduled for [Date(s)]. Details of the trip are as follows:

- Destination: [Location]
- Departure Time: [Time]
- Return Time: [Time]
- Mode of Transportation: [Bus/Car/Other]

In case of emergency, I can be reached at [Your Phone Number]. I understand that [School/Organization Name] will take necessary precautions to ensure my child's safety during this trip.

Please feel free to contact me if you need any further information. Thank you for your attention.

Sincerely,

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