

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

To Whom It May Concern,

I, [Your Full 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 with [Travel Companion's Name] to [Destination] from [Start Date] to [End Date].

During this trip, [Child's Name] will be staying at [Accommodation Name/Location] and can be reached at [Contact Number].

I understand the nature of this trip and confirm that I have made the necessary arrangements for [Child's Name]'s safety and well-being during the travel period.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Signature]
[Your Printed Name]
[Relationship to Child]