

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

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

Subject: Permission Letter for [Child's Name] to Travel Abroad

Dear [Recipient Name],

I, [Your Full Name], am the [relation to child, e.g., mother/father/legal guardian] of [Child's Full Name], born on [Child's Date of Birth]. I hereby grant permission for my child to travel abroad with [Name of Accompanying Adult/Guardian] to [Destination Country] from [Departure Date] to [Return Date].

This trip is for [brief explanation of the trip's purpose, e.g., vacation, educational purposes, etc.]. I understand and acknowledge that my child will be in the care of [Accompanying Adult's Name] during this time.

I can be contacted at [Your Phone Number] or [Your Email Address] should you require further verification or if any issues arise during the travel.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to Child]

[Optional: Notary Public Signature/Seal if required]