

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

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

Subject: Permission Letter for Minor's Travel

Dear [Recipient's Name],

I, [Your Full Name], am the parent/legal guardian of [Minor's Full Name], born on [Minor's Date of Birth]. I am writing to give my permission for [him/her/them] to travel with [Friends' Names] to [Destination] from [Start Date] to [End Date].

During this trip, the group will be accompanied by [Chaperone's Name], who can be reached at [Chaperone's Phone Number]. I have discussed this trip with my child, and I believe it will be a safe and enjoyable experience.

In case of any emergency, I can be contacted at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to Minor]