

[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 to Travel for Minor

Dear [Recipient's Name],

I, [Your Name], am the [relationship to the minor, e.g., parent or legal guardian] of [Minor's Full Name], born on [Minor's Date of Birth]. I am writing to grant permission for [Minor's Name] to travel with [Accompanying Adult's Name] to [Destination(s)] from [Start Date] to [End Date].

During this trip, they will be participating in [brief description of activities, e.g., family vacation, school trip, etc.]. I have made arrangements for their accommodation and will be available at [Your Contact Information] should any need arise.

Attached are copies of my identification and [Minor's Name]'s birth certificate for verification purposes.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Relation to the Minor]