

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

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

Dear [Recipient's Name],

I, [Your Name], am the parent/guardian of [Child's Name], who is [Child's Age] years old. I hereby give my permission for my child to travel with [Accompanying Adult's Name] to [Destination] from [Start Date] to [End Date].

During this trip, [Child's Name] will be participating in [details about the activities]. I trust that [Accompanying Adult's Name] will ensure my child's safety and well-being throughout the journey.

Should you require any further information or if there are any concerns, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]