

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], am the [relationship to child, e.g., parent/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, [Travel Companion's Name] will be responsible for [Child's Name]. I can be reached at [Your Phone Number] should any need arise during the travel.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]