

[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], hereby grant permission for my child, [Child's Full Name], born on [Child's Date of Birth], to travel with their guardians, [Guardian's Name(s)], from [Start Date] to [End Date]. The travel itinerary includes [brief description of the destination and purpose of travel].

I confirm that I am aware of this travel, and I have ensured that [Guardian's Name(s)] are fully capable of providing a safe and enjoyable experience for my child during this trip.

In case of an emergency, please contact me 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]