

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, Postcode]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request permission to take my child, [Child's Full Name], who is [Child's Age] years old, overseas for a trip to [Destination] from [Start Date] to [End Date].

The purpose of this trip is [briefly explain purpose, e.g., family vacation, cultural exchange, educational opportunities]. During our time there, [Child's Name] will be participating in [mention any activities planned].

I assure you that all necessary arrangements will be made to ensure [Child's Name]'s safety and well-being throughout the journey. [Mention any relevant details such as travel insurance, accommodation, and supervision.]

Please let me know if you require any further information or documentation. I appreciate your attention to this matter and look forward to your positive response.

Thank you for your consideration.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]