

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, Postcode]

Dear [Recipient's Name],

RE: Travel Permission for [Child's Full Name]

I, [Your Name], the parent/legal guardian of [Child's Full Name], born on [Child's Date of Birth], hereby give my permission for my child to travel to [Destination] from [Start Date] to [End Date].

During this time, [Child's Full Name] will be accompanied by [Accompanying Adult's Name] who is the [Relationship to Child].

I confirm that I have made all necessary arrangements for the travel and [Accompanying Adult's Name] is aware of their responsibilities during this trip.

Please find attached a copy of my identification and any additional documents required.

Should you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]