

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, Postal Code]

Dear [Recipient's Name],

Subject: Travel Consent for [Child's Name]

I am writing to formally grant permission for my child, [Child's Name], born on [Child's Date of Birth], to travel with [Accompanying Adult's Name], who is [Relationship to Child, e.g., my friend, relative] from [Departure Location] to [Destination] from [Start Date] to [End Date]. [Provide any additional details about the trip, such as travel itinerary, accommodations, etc., if relevant.]

I affirm that I have legal guardianship of [Child's Name] and understand that [Accompanying Adult's Name] will be responsible for my child's well-being during this trip. I have also attached copies of my identification and [Child's Name]'s birth certificate for verification purposes.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and support.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]