

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

[Recipient Name]  
[Recipient Address]  
[City, Postal Code]

Dear [Recipient Name],

I hope this letter finds you well. This is to inform you that my child, [Child's Full Name], born on [Child's Date of Birth], will be traveling outside the UK with [Accompanying Adult's Name] from [Departure Date] to [Return Date].

The purpose of this trip is [briefly state the purpose of the trip, e.g., family vacation, educational trip, etc.].

Please note that [Accompanying Adult's Name] has my full consent to take care of my child during this trip. If you have any questions or need further information, please do not hesitate to contact me.

Thank you for your attention.

Sincerely,

[Your Signature (if mailing a hard copy)]

[Your Printed Name]

[Your Relationship to the Child]