

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, Postcode]

Subject: Child Travel Authorization

Dear [Recipient's Name],

I, [Your Full Name], am the [Mother/Father/Legal Guardian] of [Child's Full Name], born on [Child's Date of Birth]. I hereby grant my permission for my child to travel to [Destination] on [Travel Dates], accompanied by [Accompanying Adult's Full Name].

Details of the trip are as follows:

- Travel Dates: [Start Date] to [End Date]
- Departure Location: [City/Airport]
- Arrival Location: [City/Airport]

I confirm that I am aware of this travel arrangement and have no objections. I can be reached at [Your Phone Number] for any inquiries.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]