**(Name of Parent)**

(Address)

(City, Zip code)

(Date)

**(Recipient Name)**

(Address)

(City, Zip code)

To Whom It May Concern,

I, **(*name of parent****)*, do hereby give authorization to my (***state relationship with guardian****)* named, ***(insert name of guardian****)*,to accompany my child, (***name of child****)* aged (***insert age of child****)* on a [***insert purpose of trip (e.g. leisure)]*** trip going to **(*indicate destination of the trip****)*.

Attached herewith is a copy of my (***name of your valid ID****)* as proof of consent regarding this matter. The guardian’s (***name of valid ID****)* will also be attached for identification purposes.

For any concerns and emergencies during the trip, you may contact me at (***insert phone numbe****r).*

Sincerely,

(***signature over printed name****)*