|  |  |
| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

# Subject: Notarized Letter

Dear [Full Name]

I/We, [Full Name of both parents, if applicable], am/are the [lawful guardian(s), parental authority] of my/our son, [Child’s Full Name], born on [DOB], passport number [passport number and expiration date], traveling to [Location], to travel under the supervision of the [Name of Airline] staff.

I/We give our consent for the aforementioned child to travel to [Destination Location], departing on [Departure Date] and returning on [Return Date]. Any questions regarding this consent can be directed to me using the following contact information:

[Full Name]

[Address]

[City, State, Zip]

[Phone Number]

[Mobile Number]

[Email Address]

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Full Name]