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

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

Dear, [Parent/Guardian name]

**Subject:** Notarized letter required for students

I/we authorize [Full Name] and [Full Name], fulltime faculty or staff members of Mary Baldwin College in Staunton, Virginia, to accompany our daughter [Student's Name], whose date of birth is [MM/DD/YYYY] (date of birth), during an international study course in [Country Name] (country/ies) between [MM/DD/YYYY] (departure date) and [MM/DD/YYYY] (return date).

[Student's Name] is a fulltime, degree-seeking student at Mary Baldwin College.

Sincerely,

[Signature]

[Full Name]

[Phone Number]