**Email Format Travel Permission Letter.**

To: name@email.com

From: name@email.com  
SUBJECT: Travel Permission

Dear Mr./Ms/Mrs.\_\_\_\_\_\_(Name of the recipient),  
Dear Mr./Ms./Mrs. \_\_\_\_\_\_\_\_\_\_\_(Name),

I, Michelle Powell, am writing this letter on behalf of my daughter Emma Powell, to inform you that she has my permission to travel from New Jersey to Alaska on 30 August 2016 as part of a field trip at school. She is to travel with her class, accompanied by her tutor, Mr.Sanders.

Please see my notarized signature below as evidence of my approval for the same. In case you have any questions concerning the matter, feel free to contact me using the details attached to this letter.

To avoid further complications and confusion, I have attached a copy of his/her birth certificate, passport, and records concerning his/her medical condition if required under any circumstances. In the event of a medical emergency, please contact me on my number or refer to the emergency number provided.

Kindly consider and accept this letter as proof of my consent.

Thanking You,

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_ (Name)

\_\_\_\_\_\_\_\_\_\_\_ (Designation)