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| |  | | --- | |  | | **Authority Letter**  Child's Travel | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Authorization Letter for Child's Travel to Attend Educational Event  Dear Ms. Thompson,  I, Sarah Johnson, am writing this letter to formally grant permission for my child, Emily Johnson, to travel alone to attend the "Young Scholars Symposium" taking place at Green Valley Academy, 123 Main Street, Anytown, USA, on August 15-17, 20XX. My child is currently enrolled as a student in Maplewood Middle School, and I am confident in her ability to responsibly participate in this educational opportunity.  In accordance with the guidelines and policies of Maplewood Middle School, I understand that Emily Johnson will be accompanied and supervised throughout the event by Mr. David Anderson, a Science Teacher at Maplewood Middle School. Mr. Anderson has been entrusted with the responsibility of supervising and ensuring the safety and well-being of the students during their participation in the "Young Scholars Symposium."  **Please find below the details of the event and accompanying teacher:**  **Event Details:**  Name of Educational Event: Young Scholars Symposium  Event Venue: Green Valley Academy  Event Address: 123 Main Street, Anytown, USA  Event Date(s): August 15-17, 20XX  Departure Date: August 15, 20XX  Return Date: August 17, 20XX  **Accompanying Teacher Details:**  Teacher's Full Name: David Anderson  Teacher's Title: Science Teacher  Teacher's Contact Information: david.anderson@email.com, (555) 123-4567  I have complete trust in the competence and responsibility of Mr. David Anderson to ensure the safety and well-being of my child during the course of this event. I kindly request that you acknowledge this letter and confirm the receipt of my authorization for my child's travel and participation in the educational event.  Thank you for your attention to this matter, and I appreciate your cooperation in facilitating this valuable educational experience for my child. Please feel free to contact me if you require any additional information or if there are any further steps I need to take.  Sincerely,  Sarah Johnson | |