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| **Authority Letter** | [Email] |
| Child's Travel | [Address] |
|  | [Phone] |

**Subject:** Authorization Letter for Child's Travel to Attend Educational Event

Dear [Recipient's Name],

I, [Your Full Name], am writing this letter to formally grant permission for my child, [Child's Full Name], to travel alone to attend the [Name of Educational Event] taking place at [Event Venue], [Event Address], on [Event Date(s)]. My child is currently enrolled as a student in [Child's Full Name], and I am confident in their ability to responsibly participate in this educational opportunity.

In accordance with the guidelines and policies of [Child's Full Name], I understand that [Child's Full Name] will be accompanied and supervised throughout the event by [Teacher's Full Name], a [Teacher's Title] at [Child's Full Name]. [Teacher's Full Name], has been entrusted with the responsibility of supervising and ensuring the safety and well-being of the students during their participation in the [Name of Educational Event].

**Please find below the details of the event and accompanying teacher:**

**Event Details:**

* Name of Educational Event: [Name of Educational Event]
* Event Venue: [Event Venue]
* Event Address: [Event Address]
* Event Date(s): [Event Date(s)]
* Departure Date: [Departure Date]
* Return Date: [Return Date]

**Accompanying Teacher Details:**

* Teacher's Full Name: [Teacher's Full Name]
* Teacher's Title: [Teacher's Title]
* Teacher's Contact Information: [Teacher's Email Address], [Teacher's Phone Number]

I have complete trust in the competence and responsibility of [Teacher's Full Name] 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.

If there are any specific documents or forms that need to be completed prior to my child's departure, please do not hesitate to provide me with the necessary information.

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,

[Your Full Name]

[Your Signature]