From, George Forster,

Grand Avenue,

California.

1 October 20XX

DD/MM/YYYY

To,

Michael Joseph,

4073 Lindale Avenue,

California.

Subject: Travel Permission

Dear Mr. Joseph,

I, Gorge Forster – father of Emily Forster, having parental authority over her, am addressing this letter on her behalf. Reason being to inform you she has my consent to travel from California to New Jersey on 9 October 2018 as part of the school’s educational tour. Ms. Judy, her instructor, would be accompanying her along with her class.

The tour Emily is undertaking won’t be her first, and I can guarantee you she would maintain the highest of discipline during the journey.

Below is my warranted signature confirming my unvarying approval. I have also attached my contact details along with this letter in case of any inquiries on the matter. Please feel free to contact me at any time, and if not reachable I have attached my spouse contact details as an alternative.

I have also attached her accurate personal details and documents like her birth certificate to avoid any confusion and complications. Her travel documents like passports and a travel medical document stating her chronic condition of asthma permitting her to carry her travel medical kit are also attached.

Mentioned in the instructions of her medical kit are her blood type, her medical records, and the insurance cover. In case of a medical emergency, please use my contact details to reach me or the alternative provided numbers for an emergency. You can also use the insurance cover provided if she feels unwell along the trip or contacts my spouse as an alternative if I am unreachable through my contacts provided.

Please accept and consider this letter as evidence of my approval for her travel.

Thanking you,

Yours Sincerely,

George Forster.