From,  
Michelle Powell,  
Millers Avenue,  
New Jersey.  
22 August 20XX

DD/MM/YYYY

To,  
Ryan Smith,  
33 Crane Street,  
New Jersey.  
Subject: Travel Permission

Dear Mr.Smith,

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 traveling with her class, accompanied by her tutor, Mr.Sanders.

Emma has undertaken such journeys various times before, and I assure you that she will not cause any difficulties as far as discipline is concerned.

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 her birth certificate, passport, and records concerning 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 alternative emergency numbers provided.

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

Thanking You,

Yours Sincerely,  
Michelle Powell