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| **Authority Letter** | [Email] |
| Minor Child to Travel Alone | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization for Minor Child to Travel Alone

Dear Ms. Smith,

I hope this letter finds you well. I am writing to formally grant permission for my child, Emily Johnson, born on May 15, 20XX, to travel alone to visit their grandparents, John and Mary Thompson, who reside at 123 Oak Street, Springfield, IL, from August 10, 20XX, to August 24, 20XX.

I understand the importance of adhering to necessary protocols when a minor travels alone. To ensure my child's safety and well-being during this trip, I would like to inform you that Emily Johnson will be accompanied and supervised by a reputable travel organization, Adventure Explorers. Adventure Explorers has extensive experience in supervising minors during travel and has been organizing safe and educational trips for over a decade.

During this visit, my child will engage in various activities, including spending quality time with their grandparents and participating in family gatherings. The purpose of this trip is to strengthen family bonds and provide my child with valuable experiences.

I have full confidence in Emily Johnson's ability to conduct herself responsibly and follow any guidelines set forth by Adventure Explorers during the trip. I have also prepared necessary documents, such as a photocopy of my identification, Emily's identification, and contact information for myself, her grandparents, and Adventure Explorers, which will be carried by Emily Johnson at all times.

I kindly request that you assist in facilitating a smooth travel experience for my child. If there are any additional forms or procedures that need to be completed, please do not hesitate to inform me. I am committed to ensuring that all requirements are met and that my child's journey is safe and enjoyable.

Thank you for your attention to this matter. I greatly appreciate your understanding and support in granting my child this opportunity to spend time with her grandparents. If you require any further information or have any questions, please feel free to contact me at 555-123-4567 or sarah.johnson@email.com.

Sincerely,

Sarah Johnson

Parent of Child

August 3, 20XX