

SAMPLE LETTER

[Senders Name]

[Address line]

[State, ZIP Code]

[Letter Date]

[Recipients Name]

[Address line]

[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear [Recipients Name],

This letter is to authorize one Danah S. Lawrence, 15 years old, to travel to Georgia alone on the flight (put on the flight, airline, and airport details here). She is to be met and picked up by her father, one Richard V. Lawrence at the airport after her plane has arrived.

(it is critical to put in the signature of the parent or guardian here)

Sincerely,

[Senders Name]

[Senders Title] -Optional-

[Enclosures: number] -Optional-

cc: [Name of copy recipient] -Optional-