

To,

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the date]

Sub- Authorization letter for travel.

Dear, [mention the name of the recipient]

I [mention your name] want to state that I am [mention the relation] of [mention your son's name] who was born on [mention the date] and his passport number is [mention the number]. My son is traveling with [mention the name of the person] who is his [mention the relation] to [mention the destination] from [mention the location] on [mention the date].

You can take this letter as an Authorization letter. I have no problem with anything if my son is traveling with [mention the name of the person] on [mention the date]. As I am out of the station this is why I will be unable to go with my son that's why I am giving this responsibility to [mention the name of the person] to go with my son so I will be less tensed because he is going with a guardian who will guide him and will not let him do anything which will cause harm to him. I trust her and she is a genuine person. I would be really grateful if you could provide her with a travel Authorization certificate so that she can travel with my son without any problem.

Hope you will understand my situation and cooperate with me. There will be no problem and if anything happens I will be responsible for everything. I have attached the necessary documents with this letter. If you want to check anything then you can go through them. If you have any queries regarding the same then kindly contact me through my contact details mentioned below. Thank you so much for your time.

With regards, [mention the name of the sender]

[Mention the designation]

[Mention the address of the sender]

[Mention the contact details of the sender]

