

# Letter of Inquiry for International Travel Consent

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization/School Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the procedure for obtaining international travel consent for [Child's Name], who is a [Grade/Class Name] student at [School Name].

We are planning to travel to [Destination] from [Start Date] to [End Date], and I would like to ensure that all necessary permissions are secured in advance.

Could you please provide me with the guidelines and any required forms to facilitate this request? Your assistance is greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]