## **Letter of Permission to Travel**

Emily Roberts 1234 Meadow Lane Springfield, IL, 62704 emily.roberts@email.com (217) 555-6789 April 2, 2024

## To Whom It May Concern,

I, Emily Roberts, am writing to formally grant permission for Lucas Roberts, my son, to travel to Tokyo, Japan, from July 15, 2024, to July 29, 2024.

The purpose of this trip is to participate in an international cultural exchange program. During his stay in Tokyo, Lucas will be residing with a host family located at 123 Tokyo Lane, Shibuya, Tokyo. He can be contacted at this address or via his mobile phone at (217) 555-9876.

I have made all necessary preparations to ensure Lucas's safety and well-being during his trip, including securing comprehensive travel insurance, a complete health check-up prior to departure, and providing him with a list of emergency contacts both in Japan and back home.

Should any verification or additional information be required, please do not hesitate to contact me at (217) 555-6789 or emily.roberts@email.com.

Thank you for your attention to this matter. I appreciate your cooperation in facilitating Lucas's travel.

## Yours sincerely, Emily Roberts