John and Jane Doe 123 Glad Street Anytown, NY USA 12345

June 1, 2018

To Whom It May Concern:

Our daughter, Sally Doe, DOB 1/1/01, has our permission to travel from Anytown, NY to Temagami, Ontario to attend Northwaters and Langskib Wilderness Canoe Programs. She is enrolled in their camp from June 28-July 21, 2018.

If you have any questions, please contact me at the following 123-456-7890

Thank you,

(sign here)

John and Jane Doe