***[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 [Name of Child], 15 years old, to travel to [Destination] alone on the flight [put on the flight, airline, and airport details here]. He / She is to be met and picked up by [Name and ID of Person], at the airport after her plane has arrived.  
  
It is advised to please check and match the ID of receiving person.

Sincerely,