The following sample letter can be amended to meet your specific situation and requirements.

To Whom It May Concern

I (We), (full name(s) of custodial and/or non-custodial parent(s)/legal guardian(s)), am (are) the (lawful custodial parent and/or non-custodial parent(s) or legal guardian(s)) of
Child's full name: Date of birth (DD/MM/YY): Place of birth:
Canadian passport number:
Date of issuance of Canadian passport (DD/MM/YY):
Place of issuance of Canadian passport:
(child's full name), has my (our) consent to travel with
Full name of accompanying person:
Canadian or foreign passport number: Date of issuance of passport (DD/MM/YY):
Place of issuance of passport:
to visit (name of foreign country) during the period of (dates of travel: departure and return). During that period, (child's full name) will be residing with (name of person where child will be residing in foreign country) at the following address:
Number/street address and apartment number:
City, province/state, country: Telephone and fax numbers (work and residence):
Any questions regarding this consent letter can be directed to the undersigned at:
Number/street address and apartment number: City, province/state, country:
Telephone and fax numbers (work and residence):
Signature(s): Date: (Full name(s) and signature(s) of custodial parent, and/or non-custodial parent(s) or legal
guardian(s))
Signed before me, (name of witness), this (date) at (date) at
Signature: (name of witness)