

Dear Chaperones,

We are excited to inform you about the upcoming school trip to **Destination** on **Date**. Please find below the travel arrangements and important information you will need for the trip.

Travel Details:

- **Departure Date:** *Date*
- **Departure Time:** *Time*
- **Meeting Point:** *Location*
- **Return Date:** *Date*
- **Estimated Return Time:** *Time*

Chaperone Responsibilities:

1. Ensure the safety and well-being of all students.
2. Be familiar with the itinerary and schedule.
3. Communicate any issues to the trip coordinator promptly.

What to Bring:

- Comfortable clothing and footwear.
- Any necessary medications.
- Personal identification.

Please confirm your availability for this trip by **Date**. If you have any questions, feel free to reach out to me at **Email** or **Phone Number**.

Thank you for your support and dedication to our students!

Best Regards,

Trip Coordinator's Name

School Name

Contact Information