

# School Trip Travel Arrangements

Date: [Insert Date]

Dear Parents and Guardians,

We are excited to inform you that our school is organizing an international trip to [Destination] from [Start Date] to [End Date]. This trip will provide students with a unique educational experience and the opportunity to explore new cultures.

## Travel Arrangements

- **Departure:** [Departure Date and Time]
- **Return:** [Return Date and Time]
- **Mode of Transport:** [Airplane/Bus/Train]
- **Accommodation:** [Hotel/Hostel Name and Address]

## Itinerary Highlights

During the trip, students will have the opportunity to visit:

- [Attraction/Activity 1]
- [Attraction/Activity 2]
- [Attraction/Activity 3]

## Cost

The total cost of the trip is [Cost Amount], which includes transportation, accommodation, meals, and activity fees. A deposit of [Deposit Amount] is required by [Deposit Due Date].

## Permission Slip

Please complete the attached permission slip and return it by [Return Date].

If you have any questions, feel free to contact us at [School Contact Information].

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[School Name]