

School Trip Travel Arrangements

Dear Parents and Students,

We are excited to inform you about the upcoming school trip to **[Destination]** on **[Date]**. Below are the travel arrangements and important details to ensure a smooth and enjoyable experience for everyone.

Travel Itinerary

- **Departure:** [Time] from [Location]
- **Return:** [Time] to [Location]
- **Transportation:** [Bus/Train details]

Packing List

- Comfortable clothing
- Weather-appropriate jacket
- Walking shoes
- Hat and sunscreen
- Personal toiletries
- Water bottle
- Snacks for the journey
- Any necessary medications
- Camera (optional)
- Notebook and pencil

Please ensure that all items are clearly labeled with your child's name. If you have any questions, feel free to contact us at [School's Contact Information].

Looking forward to a fantastic adventure!

Sincerely,
[Your Name]
[Your Position]
[School Name]