

Dear Parents and Guardians,

We are excited to inform you about our upcoming school trip to **Destination** on **Date**. Below are the travel arrangements and important details:

Travel Itinerary

- **Departure:** *Time and Location*
- **Return:** *Time and Location*
- **Mode of Transportation:** *Bus/Train/Other*

Cost

The total cost for the trip is **\$Amount**, which covers transportation, meals, and admission fees. Please submit payment by **Due Date**.

What to Bring

- Lunch and snacks
- Water bottle
- Comfortable clothing and shoes
- Sunscreen and hat
- Any necessary medication

Permission Slip

Please complete and return the attached permission slip by **Due Date**.

Contact Information

If you have any questions or concerns, feel free to contact me at **Email** or **Phone Number**.

Thank you for your support!

Sincerely,

Your Name
Your Position
School Name