

School Trip Travel Arrangements

Dear Parents and Guardians,

We are excited to inform you about the upcoming school trip to [Destination] on [Date]. Below are the travel arrangements for the trip:

Travel Itinerary

- **Departure:** [Time] from [School Name]
- **Return:** [Time] to [School Name]
- **Method of Transport:** [Bus/Train/Other]

Cost

The total cost for the trip is [Amount], which includes transportation, meals, and entrance fees. Please ensure that payment is made by [Deadline Date].

What to Bring

- Comfortable clothing and shoes
- Water bottle
- Snack
- Personal items (if necessary)

Please complete the attached permission slip and return it by [Return Date]. If you have any questions, feel free to contact us at [Contact Information].

Thank you for your cooperation!

Sincerely,

[Your Name]
[Your Position]
[School Name]