

School Trip Travel Arrangements

Date: _____

To: Teachers

Dear Teachers,

We are excited to announce the upcoming school trip to **[Destination]** scheduled for **[Date]**. Below are the travel arrangements and important details:

Travel Details

- **Departure:** **[Departure Time]** from **[Meeting Point]**
- **Arrival:** **[Arrival Time]** at **[Destination]**
- **Return:** **[Return Time]** to **[Meeting Point]**
- **Transport Mode:** **[Bus/Train/Other]**

Cost

The total cost for the trip is **[Amount]** per student. Please collect this amount by **[Collection Deadline]**.

Important Notes

- Please ensure students bring their own packed lunch.
- Students should dress appropriately for the weather conditions.
- All students must have a signed permission slip returned by **[Deadline]**.

We appreciate your cooperation in making this trip a successful and memorable experience for our students. If you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]