

# Approval for Educational Excursion

Date: [Insert Date]

To Whom It May Concern,

This letter serves to confirm that [Student Name], a student in [Grade/Class Name] at [School Name], has been granted approval to participate in the upcoming educational excursion to [Destination] on [Date of Excursion].

The purpose of this excursion is to [briefly explain the educational purpose of the excursion]. We believe that this experience will greatly enhance the students' learning and provide them with valuable insights.

Please ensure that [Student Name] adheres to all guidelines and instructions provided by the teachers and staff accompanying the group.

If you have any questions or need further information, feel free to contact me at [Your Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]  
[Your Position]  
[School Name]  
[Contact Information]