

# Funding Proposal for Student Field Trip

Date: [Insert Date]

[Your Name]

[Your Position]

[School/Organization Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

## To Whom It May Concern,

I am writing to request funding for an upcoming field trip for our students at [School Name]. This educational journey is designed to enhance the curriculum and provide our students with hands-on experience in [subject or activity related to the field trip].

The proposed trip will take place on [date], where we plan to visit [location or event]. This experience will allow students to [explain the educational benefits and learning outcomes]. We anticipate taking [number] students and [number] chaperones, making the total estimated budget for the trip [total cost].

We are reaching out to seek financial support from [Funding Organization/Donor's Name] to help cover costs such as transportation, admission fees, and meals. Your contribution will greatly impact our students by making this invaluable experience accessible to all.

We would greatly appreciate your consideration of this proposal, as well as any support you can provide. Attached are detailed budget estimates and a proposed itinerary for your review.

Thank you for considering this opportunity to support our students. We look forward to the possibility of partnering with you in this educational endeavor.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]