

# Approval Letter for Outdoor Activity

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[School's Name]

[School's Address]

Dear [Recipient's Name],

We are pleased to inform you that your request for approval of the outdoor activity scheduled on [Insert Date] has been reviewed and approved.

The details of the outdoor activity are as follows:

- **Activity Name:** [Insert Activity Name]
- **Date:** [Insert Date]
- **Location:** [Insert Location]
- **Time:** [Insert Time]
- **Participants:** [Insert Participants]

We trust that this activity will promote teamwork and learning outside the classroom environment. Please ensure that all safety measures are in place for the duration of the event.

If you have any further questions or require additional information, please feel free to contact us.

Best regards,

[Your Name]

[Your Position]

[School's Name]

[School's Address]

[Contact Information]