

Permission Request for Prom Event

Date: [Insert Date]

To: [Principal's Name]

[School Name]

[School Address]

Dear [Principal's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Grade/Year] student at [School Name]. I am writing to formally request your permission to attend the upcoming prom event scheduled for [Event Date] at [Event Location].

The prom is an important occasion for students to celebrate the end of the year, and I believe it would be a great opportunity for me to participate in this memorable event.

I assure you that I will adhere to all school guidelines and policies during the event. I am looking forward to a night of fun and safety with my classmates.

Thank you for considering my request. I would greatly appreciate your response at your earliest convenience.

Sincerely,

[Your Name]

[Your Grade/Year]

[Your Contact Information]