

Approval Request for International Trip

Date: _____

To: [Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request your approval for an upcoming international trip organized for [Grade/Class Name] students. The trip is scheduled for [Trip Dates] and aims to [briefly state the purpose of the trip, e.g., educational, cultural].

Details of the trip are as follows:

- Destination: [Trip Destination]
- Purpose: [Purpose of the Trip]
- Total Participants: [Number of Students] + [Number of Chaperones]
- Estimated Cost: [Total Cost]
- Travel Arrangements: [Brief description of travel arrangements]

This trip provides an invaluable opportunity for students to [discuss benefits, e.g., enhance their learning, experience different cultures]. We have conducted thorough planning to ensure the safety and well-being of all participants.

We kindly ask for your approval to move forward with this trip. Should you have any questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position, e.g., Teacher, Trip Organizer]

[School Name]