

# Field Trip Request Letter

Date: [Insert Date]

To: [Museum Name]  
[Museum Address]  
[City, State, Zip Code]

Dear [Museum Curator's Name],

I am writing on behalf of [School Name] to request a field trip to [Museum Name] for our [Grade/Class Name] students. We believe that a visit to your museum would provide an invaluable educational experience related to [specific subject or theme].

We would like to schedule our visit for [preferred date/s], and we anticipate approximately [number of students] students and [number of teachers/chaperones] adults will be attending. Please let us know if these dates are available and any specific guidelines we should follow during our visit.

Thank you for considering our request. We look forward to the opportunity to learn more about [specific exhibits or programs] at your museum.

Sincerely,

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