

Field Excursion Approval Letter

Date: _____

To: [Recipient's Name]

Position: [Recipient's Position]

[School/Institution's Name]

[School/Institution's Address]

Dear [Recipient's Name],

We are writing to seek your approval for a field excursion planned for [Class/Grade] on [Date of Excursion]. The purpose of this excursion is to [Briefly state the purpose of the excursion]. We believe that this experience will greatly enhance the students' understanding of [Subject or Topic].

The details of the excursion are as follows:

- **Destination:** [Excursion Destination]
- **Date:** [Excursion Date]
- **Time:** [Departure and Return Time]
- **Cost:** [Cost per Student]
- **Transportation:** [Mode of Transport]

We assure you that proper safety measures will be taken, and all students will be accompanied by [Number] of teachers/chaperones.

Please fill out the attached permission slip and return it by [Return Date]. Your approval will ensure a valuable educational experience for our students.

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

Sincerely,

[Your Name]

[Your Position]

[School/Institution's Name]

[Contact Information]