

Field Trip Transportation Arrangement

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We are excited to inform you about an upcoming field trip for [Class/Grade] to [Destination] on [Date]. To ensure a safe and enjoyable experience, we have arranged for transportation.

Transportation Details:

- Mode of Transport: [Bus/Van/etc.]
- Departure Time: [Insert Departure Time]
- Return Time: [Insert Return Time]
- Cost: [Insert Cost if applicable]

Please ensure that your child arrives at school by [Insert Time] on the day of the trip. We kindly ask for your permission for your child to participate in this field trip.

Please sign and return the permission slip below:

Permission Slip:

I, [Parent/Guardian's Name], give permission for my child, [Child's Name], to attend the field trip to [Destination] on [Date].

Signature: _____

Date: _____

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[School's Name]

[Contact Information]