

# School Network Access Request

Date: \_\_\_\_\_

To: [Administrator's Name]

[School Name]

[School Address]

Dear [Administrator's Name],

I am writing to request network access for our upcoming field trip scheduled for [date]. As the field trip coordinator, I need access to the school's network to facilitate communication and coordination among staff and students.

Details of the field trip are as follows:

- **Field Trip Destination:** [Location]
- **Date:** [Date]
- **Number of Students:** [Number]
- **Staff Involved:** [Names]

Please provide access to the school network on the day of the field trip, as well as any necessary credentials or instructions. Your support is greatly appreciated to ensure a smooth experience for our students.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]