

# Authorization Request for School Field Trip

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

Dear [Parent/Guardian's Name],

We are excited to inform you that [Class/Grade] will be going on a field trip to [Destination] on [Date]. This trip is an excellent opportunity for students to [briefly describe the learning experience].

We kindly request your authorization for your child, [Child's Name], to participate in this educational excursion. The details of the trip are as follows:

- **Departure Time:** [Departure Time]
- **Return Time:** [Return Time]
- **Cost:** [Cost]
- **Lunch:** [Provide information on lunch arrangements]
- **Transportation:** [Mode of transportation]

We ensure that proper supervision and safety measures will be in place during the trip. Please sign the authorization slip below and return it by [Return Deadline].

## Authorization Slip

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

Emergency Contact Number: \_\_\_\_\_

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

Thank you for your cooperation.

Sincerely,

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