

# Field Trip Permission Request

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

Dear Parent/Guardian,

We are excited to announce that our class will be going on a field trip to **[Destination]** on **[Date]**. This trip will enhance our students' learning experience by providing them with an opportunity to **[Educational Purpose]**.

Students will need to arrive at school by **[Time]** and will return by **[Time]**. Please ensure that your child wears comfortable clothing and brings a packed lunch and a water bottle.

The cost of the trip is **[Cost]**, which covers transportation and admission fees.

Please complete the permission slip below and return it by **[Due Date]**.

## Permission Slip

I, the undersigned, give permission for my child, **[Child's Name]**, to participate in the field trip to **[Destination]** on **[Date]**.

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

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

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

Thank you for your continued support!

Sincerely,  
**[Your Name]**  
**[Your Position]**  
**[School Name]**