

Field Trip Permission Request

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We are excited to inform you that our class will be going on a field trip to [Location] on [Date]. The purpose of this trip is to [briefly explain purpose, e.g., enhance our learning about...].

This is a wonderful opportunity for our students to explore and gain hands-on experience related to our curriculum. We will be traveling by [mode of transportation] and will depart from school at [Departure Time] and return by [Return Time].

The cost of the trip is [Cost Amount], which will cover transportation and admission fees. Please send the payment with your child by [Due Date].

We kindly ask for your permission for your child to participate in this exciting outing. Please sign and return the attached permission slip by [Return Date]. If you have any questions, feel free to contact me at [Teacher's Phone Number or Email].

Thank you for your cooperation!

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

Permission Slip:

I, the undersigned, give permission for my child, [Child's Name], to attend the field trip to [Location] on [Date].

Parent/Guardian Signature: _____ Date: _____