

Field Trip Permission Request

Date: **[Insert Date]**

To Whom It May Concern,

We are excited to inform you about an upcoming field trip for our students in **[Class/Grade]**. The details of the trip are as follows:

- **Destination:** [Destination Name]
- **Date:** [Trip Date]
- **Departure Time:** [Departure Time]
- **Return Time:** [Return Time]
- **Cost:** [Cost per Student]

This trip is designed to enhance our students' learning experience by providing them with an opportunity to **[Describe educational purpose of the trip]**.

Please sign the permission slip below and return it by **[Insert Deadline]**:

Parent/Guardian Name

Signature

Date

Thank you for your support!

Sincerely,

[Your Name]

[Your Position]

[School Name]