

Field Trip Permission Request

Date: [Insert Date]

Dear Parent/Guardian,

We are excited to inform you that our class will be going on a field trip to [Destination] on [Date]. This special event will allow students to [briefly state the purpose of the trip].

Details of the trip are as follows:

- **Departure Time:** [Insert Departure Time]
- **Return Time:** [Insert Return Time]
- **Cost:** [Insert Cost if applicable]
- **Lunch:** [Insert Lunch Arrangements]

Please complete the permission slip below and return it by [Insert Deadline].

Permission Slip

I, the undersigned, permit my child, [Child's Full Name], to attend the field trip to [Destination] on [Date].

Parent/Guardian Name: _____

Signature: _____

Date: _____

If you have any questions or concerns, please feel free to contact me at [Your Contact Information].

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[School Name]