

Opt-Out Letter for School Class Trip

Date: [Insert Date]

To: [Teacher's Name]

[School's Name]

[School's Address]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally inform you that my child, [Child's Name], a student in [Grade/Class Name], will not be participating in the upcoming class trip scheduled for [Date of Trip].

This decision is based on [brief reason for opting out, e.g., prior commitments, health concerns, etc.]. I understand the importance of these activities for the students, and I appreciate all the effort that goes into organizing such events.

Please let me know if there are any forms or additional procedures that I need to complete. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]