

# Dear Parent/Guardian,

We are excited to inform you that our class will be going on an educational field trip to **Destination** on **Date**.

This trip will provide students with an opportunity to explore and learn about **Educational Topic**, and we believe it will greatly enhance their understanding of the subject.

## Details of the Trip:

- **Date:** [Insert Date]
- **Time:** [Insert Departure and Return Time]
- **Location:** [Insert Destination]
- **Cost:** [Insert Cost, if applicable]

We kindly ask that you complete the permission slip below and return it by **[Insert Due Date]**.

## Permission Slip

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

Parent/Guardian Name: \_\_\_\_\_

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

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

If you have any questions or concerns, please do not hesitate to contact us.

Thank you for your support!

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]