

Field Excursion Approval Request

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Organization/School Name]

[Insert Organization Address]

Dear [Insert Recipient Name],

I am writing to request approval for a field excursion planned for [insert date(s)] to [insert destination]. This excursion will provide our students with a valuable opportunity to [briefly describe the educational purpose of the excursion].

The details of the excursion are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Destination]
- **Number of students:** [Insert Number]
- **Cost:** [Insert Cost, if applicable]
- **Transportation method:** [Insert Transportation Details]

Please let me know if you require any further information to assist with the approval process. I look forward to your positive response.

Thank you for considering our request.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert School/Organization Name]

[Insert Your Contact Information]