

# Field Trip Authorization Request

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Request for Field Trip Authorization

Dear [Insert Recipient's Name],

I am writing to request your authorization for a field trip scheduled for [Insert Date of Trip] to [Insert Destination]. The purpose of this trip is to [Insert Purpose, e.g., enhance student learning, experience practical applications, etc.].

Details of the Trip:

- **Destination:** [Insert Location]
- **Departure Time:** [Insert Departure Time]
- **Return Time:** [Insert Return Time]
- **Cost:** [Insert Cost]
- **Transportation:** [Insert Transportation Details]

We believe this field trip will provide valuable learning opportunities for the students and foster their interest in [Insert Subject or Theme]. We will ensure proper supervision and follow all safety guidelines to guarantee a safe experience.

I kindly ask for your approval for this activity. Please let me know if you require any further information or if there are forms that need to be completed. Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]