

Field Trip Permit Request

Date: [Insert Date]

To: [Principal/Teacher's Name]

[School's Name]

[School's Address]

Dear [Principal/Teacher's Name],

I am writing to request a permit for a field trip to [Destination] on [Date] for [Class/Grade]. The purpose of this trip is to [Explain Purpose].

The students will have the opportunity to [Explain Activities]. We believe this experience will greatly enhance their learning and provide them with valuable insights.

Please find attached the necessary details regarding the trip, including transportation arrangements and estimated costs. We kindly ask for your approval to proceed with the plans.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]