

Field Trip Financial Proposal

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Financial Proposal for Classroom Field Trip

Dear [Recipient Name],

I hope this message finds you well. I am writing to present a financial proposal for our upcoming classroom field trip to [Destination] scheduled for [Date]. The trip aims to [briefly describe the purpose of the field trip and its educational value].

Proposed Expenses

- Transportation: \$[amount]
- Admission Fees: \$[amount]
- Meals: \$[amount]
- Supplies: \$[amount]

Total Estimated Cost: \$[Total Amount]

Funding Sources

We seek funding through [list any potential funding sources, e.g., school budget, parent contributions, grants, etc.].

We believe this experience will greatly enrich our students' learning and foster their enthusiasm for [related subject]. We kindly ask for your support in making this trip possible.

Thank you for considering our proposal. I am happy to provide any additional information you may require.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]