

Permission Request for Field Trip

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We are excited to announce an upcoming field trip to [Destination] on [Date]. This trip aims to enhance our students' learning experience by providing them with hands-on opportunities related to [Subject/Theme].

The details of the trip are as follows:

- **Location:** [Destination]
- **Date:** [Date]
- **Departure Time:** [Time]
- **Return Time:** [Time]
- **Cost:** [Amount] (if applicable)

Please sign and return the permission slip below by [Return Date] to confirm your child's participation.

Permission Slip

I, [Parent/Guardian's Name], give permission for my child, [Child's Name], to attend the field trip to [Destination] on [Date].

Emergency Contact Number: _____

Signature: _____ Date: _____

Thank you for your support!

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]