

School Trip Approval Form

Date: [Date]

To: [Principal's Name]

From: [Teacher's Name]

Subject: Approval for School Trip

Dear [Principal's Name],

I am writing to seek your approval for a school trip organized for [Grade/Class Name] to [Destination] on [Date(s)]. The purpose of this trip is to [Provide Purpose: e.g., enhance learning, educational experience].

The details of the trip are as follows:

- **Departure Date:** [Departure Date]
- **Return Date:** [Return Date]
- **Activities Planned:** [List of Activities]
- **Number of Students:** [Number]
- **Number of Chaperones:** [Number]
- **Cost per Student:** [Amount]

We assure you that all necessary safety precautions will be taken and that students will be supervised at all times. Please find attached the permission slips for the parents to sign.

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

Sincerely,

[Teacher's Name]

[Teacher's Position]

[School Name]

[Contact Information]