

Approval Notice for Class Field Trip

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We are pleased to inform you that your child, [Student's Name], has received approval to participate in the upcoming field trip to [Destination] scheduled for [Date of Trip]. This educational experience aims to enhance their learning and provide them with valuable insights related to [Subject/Theme].

The details of the trip are as follows:

- **Departure Time:** [Insert Departure Time]
- **Return Time:** [Insert Return Time]
- **Cost:** [Insert Cost]
- **Lunch:** [Insert Details about Lunch]

Please ensure that your child brings the necessary items, including [List any necessary items]. Additionally, we kindly ask that you complete and return the attached permission slip by [Insert Deadline].

Thank you for your support. We look forward to an exciting and educational trip!

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]