

Field Excursion Authorization

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you about an upcoming field excursion for [Class/Grade] that will take place on [Date of Excursion]. The destination for this excursion is [Location], and the primary objective is to [Purpose of Excursion].

Please find the details of the excursion below:

- **Departure Time:** [Departure Time]
- **Return Time:** [Return Time]
- **Mode of Transport:** [Transport Details]
- **Cost:** [Cost Details]

We kindly ask for your authorization for [Student's Full Name] to participate in this excursion. Please sign the attached authorization form and return it by [Due Date].

If you have any questions or need further information, feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

Authorization Form

I, the undersigned, authorize my child, [Student's Full Name], to participate in the field excursion to [Location] on [Date].

Parent/Guardian Name: _____

Signature: _____

Date: _____