

Field Trip Approval Request

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to request your approval for a field trip for our students of [Class/Grade] at [School Name]. We plan to visit [Destination] on [Date] from [Start Time] to [End Time].

The objectives of this field trip are to [briefly outline the educational purposes and how it relates to the curriculum]. We believe this experience will greatly enhance the students' understanding and engagement with [subject matter].

We anticipate that the total cost for this trip will be [Insert Amount], which will cover transportation and entrance fees. Students will be required to bring a [Lunch/Snack/Additional Items].

We will ensure proper supervision with [Number] of adult chaperones accompanying the students. The safety and well-being of our students are our top priority.

Please let us know if you approve this field trip or if you need any further information. We appreciate your consideration and look forward to your positive response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]