

# Field Trip Permission Request

Dear Parents/Guardians,

We are excited to inform you that our class will be going on a field trip to **[Destination]** on **[Date]**. This is a wonderful opportunity for the students to learn more about **[Subject/Theme]** in a hands-on environment.

The itinerary for the day includes:

- Departure from school at **[Departure Time]**
- Arrival at **[Destination]** at **[Arrival Time]**
- Activities from **[Activity Start Time]** to **[Activity End Time]**
- Return to school by **[Return Time]**

Please ensure your child brings a packed lunch and wears comfortable clothing appropriate for the weather. The cost of the trip is **[Cost]**.

We kindly ask that you fill out the permission slip below and return it by **[Due Date]**.

## Permission Slip

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

Emergency Contact Number: **[Emergency Contact Number]**

Parent/Guardian Name: **[Parent/Guardian Name]**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your cooperation!

Sincerely,  
**[Your Name]**  
[Your Position]  
[School Name]