

School Trip Authorization Notification

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We are excited to inform you that [Class/Grade] will be going on a school trip to [Destination] on [Date of Trip]. This trip aims to [Purpose of Trip], and it promises to be an enriching experience for all students.

Please review the details of the trip below:

- **Departure Time:** [Departure Time]
- **Return Time:** [Return Time]
- **Cost:** [Cost]
- **What to Bring:** [List of Items]

To authorize your child's participation, please sign the consent form attached and return it by [Due Date].

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]