

Complimentary Shuttle Service for School Outings

Date: [Insert Date]

Dear Parents and Guardians,

We are excited to announce that our school will be offering complimentary shuttle services for the upcoming field trips. This service aims to make transportation easier and more accessible for all students participating in these educational outings.

The details of the shuttle service are as follows:

- **Destination:** [Insert Destination]
- **Date of Outing:** [Insert Date]
- **Pickup Time:** [Insert Time]
- **Return Time:** [Insert Time]
- **Pickup Location:** [Insert Pickup Location]

Please ensure that your child arrives at the pickup location on time. We kindly ask that you fill out the attached permission slip and return it by [Insert Deadline].

Thank you for your cooperation, and we look forward to a wonderful outing!

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]