

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I, [Your Name], am writing to grant permission for my child, [Child's Full Name], who is a student in [Grade/Class Name], to [briefly state the reason for permission, e.g., attend a field trip, participate in an event, etc.].

The details of the event are as follows:

- Event Name: [Event Name]
- Date: [Date of Event]
- Time: [Start and End Time]
- Location: [Event Location]

I understand the activities involved and acknowledge that [Child's Name] will follow all school rules and regulations during the event.

If you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]