

[Your School's Letterhead]

[Date]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I, [Parent/Guardian's Name], am writing to request permission for my child, [Child's Name], a student in [Grade/Class Name], to [describe the purpose of the request, e.g., attend a school trip, participate in an event, etc.] on [date of the event].

The details of the activity are as follows:

- **Event:** [Name/Description of the Activity]
- **Date:** [Date of the Activity]
- **Location:** [Location of the Activity]
- **Time:** [Start and End Time]

I understand that [briefly mention any relevant details regarding supervision, transport, safety measures, etc.].

Please let me know if you require any further information or forms to complete this request.

Thank you for considering this permission slip.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Phone Number]

[Email Address]