

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I am writing to grant permission for my child, [Child's Name], to attend the upcoming school trip to [Destination] on [Date].

I understand that the trip will involve [brief description of activities], and I believe it will be a valuable experience for my child. Please feel free to contact me if you need any further information or have any concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]