

[Your School's Letterhead]

[Date]

[Parent's Name]

[Address]

[City, State, Zip Code]

Dear [Parent's Name],

We are excited to inform you that our class will be going on a field trip to [Location/Facility Name] on [Date]. The purpose of this trip is to learn about [briefly state the educational purpose, e.g., safety measures, the mechanics of BB guns, etc.].

Date of Trip: [Date]

Departure Time: [Time]

Return Time: [Time]

Cost: [Amount, if any]

Lunch: [Provide details about meals, e.g., packed lunch from home, lunch provided, etc.]

Please ensure your child wears comfortable clothing and closed-toe shoes for the day. This trip will involve activities with BB guns, and safety is our top priority. All necessary safety equipment will be provided.

We need your permission for your child to attend this field trip. Please sign the permission slip below and return it by [Due Date].

Thank you for your support!

Sincerely,

[Your Name]

[Your Position]

[Contact Information]

Permission Slip

I, [Parent's Name], give permission for my child, [Child's Name], to attend the BB gun field trip on [Date]. I understand that safety measures will be taken during this activity.

Signature: _____

Date: _____