

[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], the [relationship to student, e.g., parent/guardian] of [Student's Name], am writing to request permission for [specific request, e.g., a school trip, leave of absence, etc.].

[Provide details about the request, including dates, purpose, and any other relevant information.]

I understand the importance of [any relevant school policies or considerations], and I assure you that all necessary arrangements will be made to ensure [Student's Name] can [fulfill responsibilities/requirements, if applicable].

I appreciate your consideration of this request. Please let me know if you require any additional information or if there are forms I need to complete.

Thank you for your time and attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to Student]

[Optional: Additional Contact Information]