

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to request permission for my child, [Child's Name], to participate in the [Name of Extracurricular Activity], which is scheduled to take place on [Date(s)] at [Location].

[Child's Name] is eager to join this activity, as it will provide them with an opportunity to [briefly explain the benefits of the activity, e.g., develop skills, make new friends, etc.].

I understand that participation may involve [any necessary details regarding fees, commitment, or parent involvement], and I am prepared to support [Child's Name] in fulfilling these requirements.

Please let me know if you need any further information or documentation in order to grant this permission.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]