

[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 give my permission for my child, [Child's Name], to participate in the upcoming field trip to [Destination] on [Date]. I understand that the students will be [brief description of the activities planned] and that the leave time will be [Departure Time] and the return time will be [Return Time].

I acknowledge the importance of this educational experience and the supervision that will be provided by school staff. Should any emergency or medical situation arise, you may contact me at [Your Phone Number]. Please let me know if there are any forms or fees that need to be completed prior to the trip.

Thank you for this opportunity for my child.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]