

[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 participate in [specific classroom activity or event] scheduled for [date(s) of the activity].

I understand that this activity will take place at [location of activity, if applicable], and will involve [brief description of the activity].

Please feel free to contact me at [your phone number] or [your email address] if you have any further questions or need additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]