

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

[Parent/Guardian's Name]
[Parent/Guardian's Address]
[City, State, Zip Code]

Dear [Parent/Guardian's Name],

We are writing to inform you of an upcoming school event and to request your permission for your child, [Child's Name], to participate.

Event Details:

- **Event:** [Name of the Event]
- **Date:** [Date of the Event]
- **Time:** [Start Time] to [End Time]
- **Location:** [Event Location]
- **Cost:** [Cost, if any]

Please complete the permission slip below and return it to [Teacher's Name or a specified location] by [Due Date].

****Permission Slip****

I, the undersigned, give permission for my child, [Child's Name], to attend the [Name of the Event] on [Date of the Event].

****Parent/Guardian Name:**** _____

****Signature:**** _____

****Date:**** _____

****Emergency Contact Number:**** _____

If you have any questions or concerns, please don't hesitate to contact us at [School Phone Number] or [School Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[School's Name]