

[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, [Your Name], am the parent/guardian of [Child's Full Name], a student in [Grade/Class Name] at [School's Name].

I am writing to give my permission for [Child's Name] to attend the field trip to [Destination] on [Date of Trip]. I understand that the students will be [briefly explain the purpose of the trip] and that transportation will be provided by [Transportation Method].

I acknowledge that I have received information regarding the details of the trip, including any associated costs, and I have discussed the trip with my child.

In case of an emergency, I can be reached at [Your Phone Number] during the trip.

Thank you for organizing this educational experience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]