

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

[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Teacher's/Principal's Name],

I, [Your Name], am the guardian of [Child's Name], a student in [Grade/Class Name]. I am writing to formally grant permission for [Child's Name] to participate in [Name of School Activity/Event] scheduled for [Date of Activity].

I understand that [briefly mention any specifics about the event, if needed, such as transportation, costs, etc.].

Please feel free to contact me at [Phone Number] or [Email Address] if you have any questions or require further information.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]