

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

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

Dear [Guardian's Name],

I hope this message finds you well. I am writing to seek your approval regarding [specific request or activity].

The details of the request are as follows:

- ****Activity/Event:**** [Describe the activity or event]
- ****Date and Time:**** [Specify date and time]
- ****Location:**** [Provide the location]
- ****Additional Information:**** [Include any other relevant details]

I believe this opportunity will be beneficial because [explain the benefits or reasons for the request].

Please let me know if you require any additional information or if there are any concerns you would like to discuss. I appreciate your consideration and hope to receive your approval soon.

Thank you for your support.

Sincerely,

[Your Name]
[Your Contact Number]