

[Your School's Letterhead]

[Date]

Dear Parents/Guardians,

We are excited to inform you about an upcoming field trip for our
[grade/class name] students.

****Field Trip Details:****

- ****Destination:**** [Destination Name]
- ****Date:**** [Date of the Field Trip]
- ****Departure Time:**** [Departure Time]
- ****Return Time:**** [Return Time]
- ****Cost:**** [Cost per Student]

****Purpose of the Trip:****

[Brief explanation of the educational purpose of the field trip]

****What to Bring:****

- [List of items students should bring, e.g., lunch, water, appropriate clothing, etc.]

****Permission Slip:****

Please sign the attached permission slip and return it by [Due Date].

We appreciate your support and look forward to an enriching experience
for our students!

Sincerely,

[Your Name]

[Your Position]

[Contact Information]