

[Your School's Letterhead]

[Date]

[Parent/Guardian's Name]

[Parent/Guardian's Address]

[City, State, Zip Code]

Dear [Parent/Guardian's Name],

Subject: Permission for Field Trip

We are excited to inform you that our class will be going on a field trip to [Destination] on [Date]. This trip will provide students with an opportunity to [briefly explain the educational purpose of the trip].

Details of the trip are as follows:

- **Departure Time:** [Time]

- **Return Time:** [Time]

- **Cost:** [Amount, if applicable]

- **Lunch:** [Explain lunch arrangements, whether students should bring food or if it will be provided]

Please complete the permission slip below and return it by [Due Date].

Thank you for your support!

Sincerely,

[Teacher's Name]

[Teacher's Contact Information]

Permission Slip

I, [Parent/Guardian's Name], give permission for my child, [Child's Name], to attend the field trip to [Destination] on [Date].

Emergency Contact Number: _____

Allergies/Medical Conditions: _____

Parent/Guardian Signature: _____ Date: _____
