

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

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

Subject: Request for Permission

Dear [Principal's Name],

I hope this letter finds you well. I am writing to request permission for [specific reason, e.g., a school event, absence, field trip, etc.].

Details of the request:

- ****Date(s)****: [Specify dates]
- ****Purpose****: [Explain the reason]
- ****Impact on School****: [Mention any relevant details]

I assure you that all necessary precautions will be taken to ensure [mention safety, adherence to rules, etc.].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Relationship to Student, if applicable]
[Student's Name, if different]
[Class/Grade]