

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Teacher's Name]  
[School's Name]  
[School's Address]  
[City, State, ZIP Code]

Dear [Teacher's Name],

I am writing to give my permission for my child, [Child's Name], to participate in the upcoming field trip to [Destination] on [Date]. I understand that the students will be traveling by [Mode of Transportation] and that they will be supervised by teachers and staff during the trip.

Please let me know if there are any fees or requirements for the trip. I am looking forward to this opportunity for [Child's Name] to learn and enjoy a fun day with their classmates.

Thank you for organizing this valuable experience.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]