

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]  
[Principal's Name]  
[School Name]  
[School Address]  
[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to request permission for my child, [Child's Name], who is in [Grade/Class Name], to [describe the specific permission you are requesting, e.g., participate in an event, leave early, attend a field trip, etc.]. This event will take place on [date] and [include any additional details as necessary].

I believe that this experience would greatly benefit [Child's Name] by [explain how it will benefit them, if relevant].

Please let me know if you need any further information or if there are forms that need to be completed. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Phone Number]