

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

[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I am writing to inform you that I give my permission for my child,
[Child's Full Name], to participate in the upcoming school trip to
[Destination] on [Date].

I understand that the trip will involve [brief description of activities]
and I believe it will be a valuable experience for [Child's Name].
Please let me know if there are any forms or additional information
needed from my side.

Thank you for organizing this trip.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Contact Number]
[Relationship to Child]