

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

Dear [Principal's Name],

I hope this message finds you well. I am writing to request approval for a kindergarten field trip to [Destination] on [Date]. This trip aims to [briefly explain the purpose of the field trip, e.g., enhance learning, engage students in hands-on experiences].

The anticipated benefits include [list a few benefits, such as improved understanding of a specific topic, social interaction, etc.]. We will ensure all necessary precautions and guidelines are followed for student safety.

We plan to depart at [time] and return by [time]. We will need [number of chaperones] chaperones to assist with supervision. The estimated cost per student will be [amount], and I will provide a detailed budget for your review.

Thank you for considering this request. I believe this field trip will be a valuable experience for our kindergarten students. Please let me know if you need any further information.

Sincerely,

[Your Name]
[Your Position]
[School Name]