

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

[Parent's Name]
[Parent's Address]
[City, State, Zip Code]

Dear [Parent's Name],

I hope this letter finds you well. I am writing to request your permission for [Child's Name] to participate in [describe the activity/event, e.g., a school trip, sports event, etc.] that will take place on [date] at [location].

The purpose of this activity is [brief description of the purpose and benefits of the activity]. We will ensure that all safety measures are in place, and [Child's Name] will be supervised at all times by [mention any responsible adults, e.g., teachers, coaches, etc.].

Please sign and return the permission slip below by [due date]. If you have any questions or concerns, feel free to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]

Permission Slip

I, [Parent's Name], give my permission for my child, [Child's Name], to participate in [describe activity] on [date].

Signature: _____ Date: _____

Emergency Contact Number: _____