

[Your Name]
[Your Address]
[City, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[School/Organization Name]
[School Address]
[City, Zip Code]

Dear [Recipient Name],

Subject: Permission to [Specify Activity/Request]

I hope this letter finds you well. I am writing to request permission for my child, [Child's Name], a student in [Grade/Class] at [School Name], to [describe the activity or request, e.g., participate in a field trip, attend a workshop, etc.].

The details of the activity are as follows:

- **Date:** [Date of the activity]
- **Time:** [Start and end time]
- **Location:** [Location of the activity]
- **Purpose:** [Briefly explain the purpose of the activity, e.g., educational enhancement, extracurricular involvement]

I believe this experience will be beneficial for [Child's Name] in [explain how it will benefit the student]. Please let me know if you require any further information or if there are any forms or procedures I need to complete.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]