

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

Subject: Parental Consent for [Activity/Event]

We are pleased to inform you that [describe the activity/event] will be taking place on [date(s)] at [location]. This event aims to [briefly outline the purpose of the activity/event].

We kindly request your consent for your child, [Child's Name], to participate in this activity. Please review the details below:

- **Event:** [Event Name]
- **Date:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Transportation:** [Details about transportation, if applicable]
- **Cost:** [Cost of participation, if any]

Please ensure that your child arrives with appropriate attire and any necessary items for the day.

To provide your consent, please sign and return the attached form by [return deadline]. If you have any questions or concerns, feel free to contact us at [contact information].

Thank you for your support and cooperation.

Sincerely,

[Your Name]

[Your Position]

[School Name]

****Parental Consent Form****

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

Signature: _____

Date: _____