

[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 seek your approval for [clearly state the purpose, e.g., a school trip, a project, a special event, etc.].

[Provide necessary details about the request, including dates, location, and any other relevant information.]

I believe this opportunity will be beneficial because [explain why it is a good idea and how it will positively impact you].

Please let me know if you have any questions or require further information. Your support means a lot to me, and I truly appreciate your consideration.

Thank you for being a wonderful [parent/guardian]. I look forward to your response.

Sincerely,
[Your Name]