

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I am writing to grant permission for my child, [Child's Full Name], to participate in the upcoming school event, [Event Name], scheduled for [Event Date].

This event [provide a brief description of the event, including its purpose and any relevant details]. I understand that transportation will be provided by [method of transportation], and I acknowledge that all safety measures will be taken.

I am aware that my child will need to [mention any requirements, such as bring a lunch, wear certain attire, etc.], and I have discussed this with them.

Please let me know if any further information or forms are needed.

Thank you for organizing this event; I am confident it will be a valuable experience for my child.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]