

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[School/Organization Name]
[School/Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to seek permission for [specific educational activity, e.g., a field trip, workshop, etc.] that is scheduled to take place on [date(s)] at [location].

Details of the activity are as follows:

- ****Objective****: [Explain the purpose of the activity]
- ****Participants****: [List of students/participants involved]
- ****Date and Time****: [Provide specifics]
- ****Transportation****: [Explain how participants will get there]
- ****Cost****: [If applicable, detail any fees involved]

We believe this activity will greatly enhance the educational experience of the students by [explain benefits].

I kindly request your approval for this activity and any support you might provide. Should you require additional information or have any concerns, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]