

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Principal's Name],

Subject: Permission Request for [Activity/Event]

I hope this letter finds you well. I am writing to request permission for [Student's Name], who is a [grade/class] student at [School's Name], to [briefly describe the activity or event, e.g., attend a field trip, participate in a school project, etc.].

The [activity/event] is scheduled for [date], and it will take place at [location]. This opportunity will contribute to [explain the educational value or importance of the event].

Please let me know if you require any further information or if there are any forms that need to be completed.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Student]