

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Parents' Names]
[Parents' Address]
[City, State, ZIP Code]

Dear [Mom/Dad/Parents' Names],

I hope this letter finds you well. I am writing to request your permission for [briefly state the reason, e.g., attending a school trip, joining a club, having a sleepover, etc.].

The event will take place on [date] at [location]. I believe this experience would be beneficial because [explain the reasons, e.g., learning opportunity, social interaction, personal growth, etc.].

I understand your concerns about [address any potential concerns], and I assure you that [mention how you will address those concerns].

I would really appreciate it if you could consider my request and let me know your thoughts. Thank you for considering my request.

Sincerely,
[Your Name]