

[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, [Parent's Name], the parent/guardian of [Child's Name], a student in [Grade/Class Name], grant permission for my child to attend the field trip to [Destination] on [Date].

I understand that the students will be departing from school at [Departure Time] and will return at approximately [Return Time]. I acknowledge the importance of this experience and appreciate the efforts of the school and teachers to provide our children with enriching educational opportunities.

Additionally, I confirm that my child is in good health and can participate in all scheduled activities. In case of an emergency, I can be reached at [Emergency Contact Number].

Thank you for organizing this trip.

Sincerely,

[Parent's Signature]
[Parent's Printed Name]