

[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],

I am writing to request permission for [Student's Name], my [relationship to student] who is in [grade/class], to [specific action or event, e.g., attend a field trip, participate in a specific activity, etc.].

Details of the request:

- Date of the event: [Date]
- Purpose of the event: [Brief explanation]

I understand the importance of [mention any relevant school policies or considerations], and I assure you that [Student's Name] will adhere to all stated guidelines.

Please let me know if further information is needed, and thank you for considering this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Student]