

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

[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Teacher's/Principal's Name],

I am writing to request permission for my child, [Child's Name], a [grade/class] student at [School's Name], to [specific activity or event, e.g., attend a field trip, participate in a school play, etc.].

The activity is scheduled for [date], and I believe it will be a valuable experience for [him/her/them]. [Briefly explain the benefits or relevance of the activity, if necessary].

Please let me know if there are any forms or additional information required for this request. I appreciate your consideration and look forward to your response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]