

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

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

Dear [Parent's Name],

I hope this letter finds you well. I am writing to request your approval for [briefly explain the reason for the request, e.g., a school trip, participation in an event, etc.].

The [event/trip] is scheduled for [date] and will take place at [location]. This opportunity is important to me because [explain why it matters, what you hope to gain, etc.].

The [event/trip] will [include details about supervision, safety, and any costs involved]. I assure you that I will [mention any commitments or responsibilities you will uphold].

I would greatly appreciate your consideration of my request. Please let me know if you have any questions or if there is a good time for us to discuss this further.

Thank you for your support!

Sincerely,

[Your Name]  
[Your Contact Information]