

[School Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

We hope this message finds you well. We are writing to seek your permission for [Child's Name], a student in [Grade/Class Name], to participate in [Event/Activity] scheduled for [Date].

Details of the event are as follows:

- **Event:** [Name of the event]
- **Date:** [Date of the event]
- **Time:** [Start time] to [End time]
- **Location:** [Location of the event]
- **Transportation:** [Information about transportation, if applicable]
- **Cost:** [Cost, if any]

We believe that this experience will greatly benefit [Child's Name] by [brief description of the benefits].

Please complete the permission slip below and return it by [Return Date].

If you have any questions, do not hesitate to contact us at [School Phone Number] or [Email Address].

Thank you for your support!

Sincerely,

[Your Name]

[Your Position]

[School Name]

****Permission Slip****

I, [Parent's Name], give my permission for my child, [Child's Name], to participate in [Event/Activity] on [Date].

Parent/Guardian Signature: _____

Date: _____

Emergency Contact Number: _____