

[Your School's Letterhead]

[Date]

Dear Parents/Guardians,

We are excited to announce an upcoming field trip for [Grade/Class Name]! This trip is scheduled for [Date] and will take place at [Location]. The purpose of our field trip is to [briefly explain the educational purpose of the trip].

****Details of the Trip:****

- ****Date:**** [Date]
- ****Departure Time:**** [Time]
- ****Return Time:**** [Time]
- ****Cost:**** [\$ Amount] (includes transportation and admission fees)
- ****Chaperones Needed:**** [Number of Chaperones]

We kindly ask that students arrive at school by [Time] to ensure a timely departure. Please ensure your child brings a [lunch/snacks, appropriate clothing, etc.].

Attached, you will find a permission slip that must be signed and returned by [Deadline Date]. If you are interested in volunteering as a chaperone, please indicate your interest on the permission slip.

Thank you for your support and cooperation! We look forward to a fun and educational day!

Sincerely,

[Your Name]

[Your Position]

[Contact Information]