

[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 hope this letter finds you well. I am writing to formally request  
[state your request clearly, e.g., "permission for my child, [Child's  
Name], to participate in the upcoming field trip to [Destination]  
scheduled for [Date]"].

[Provide any necessary details or reasons for your request, e.g., "This  
trip will provide valuable educational experiences related to their  
curriculum."]

I appreciate your attention to this matter and look forward to your  
positive response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Relationship to the Student, e.g., "Parent/Guardian"]

[Child's Grade and Class]