

[Your School's Letterhead]

[Date]

[Parent/Guardian's Name]

[Parent/Guardian's Address]

[City, State, Zip Code]

Dear [Parent/Guardian's Name],

We are excited to inform you that the [Grade/Year] students will be going on a field trip to [Destination] on [Date]. This trip will provide students with an opportunity to [brief description of the trip's educational purpose].

Details of the trip are as follows:

- **Departure from School:** [Time]
- **Return to School:** [Time]
- **Cost:** [Amount]
- **Lunch:** [Details about lunch arrangements]
- **Clothing Requirements:** [Any specific clothing requirements]

Please complete the permission slip below and return it to [Teacher's Name] by [Due Date].

****Field Trip Permission Slip****

I, the undersigned, give permission for my child, [Child's Name], to attend the field trip to [Destination] on [Date].

Emergency Contact Number: [Phone Number]

Allergies/Medical Conditions: [List any if applicable]

Parent/Guardian Name: [Printed Name]

Signature: _____

Date: _____

Thank you for your support!

Sincerely,

[Your Name]

[Your Position]

[Your School]

[Contact Information]