

[Your School's Name]  
[School's Address]  
[City, State, Zip Code]  
[Date]

Dear Parent/Guardian,

Re: Permission Slip for [Activity/Trip Name]

We are excited to inform you that our EYFS class will be participating in [brief description of the activity, e.g., a trip to the zoo]. This activity will take place on [date] and we aim to [explain the educational purpose, e.g., learn about animals and habitats].

We will be leaving school at [time] and returning by [time]. Please ensure your child comes equipped with [list any necessities, e.g., a packed lunch, water bottle, appropriate clothing].

Kindly complete the permission slip below and return it by [return date].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Contact Information]

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**\*\*Permission Slip\*\***

I, the undersigned, give permission for my child, [Child's Name], to attend the [Activity/Trip Name] on [date]. I understand that the children will be traveling by [mode of transport, e.g., bus] and that all necessary care will be taken.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_