

[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],

Subject: Request for Approval of School Trip

I hope this message finds you well. I am writing to seek your approval for a proposed school trip for [Grade/Class Name] to [Destination] on [Date].

The purpose of this trip is to [briefly explain the purpose, e.g., enhance educational experiences, engage in team-building activities, etc.]. We believe that this experience will significantly benefit our students by [mention any expected benefits].

The details of the trip are as follows:

- ****Destination****: [Destination]
- ****Date****: [Date]
- ****Duration****: [Duration]
- ****Cost****: [Cost per student/total cost]
- ****Transportation****: [Mode of transportation]
- ****Supervising Staff****: [Names of teachers/staff supervising the trip]

We have also prepared a detailed itinerary, safety measures, and a list of necessary supplies that we will provide to the parents.

We kindly request your approval for this trip at your earliest convenience, as we aim to finalize arrangements soon.

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position/Role, if applicable]
[Class/Grade, if applicable]