

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Principal's Name/Teacher's Name],

Subject: Permission Request for [Activity/Reason]

I, [Your Name], parent/guardian of [Student's Name], a student in
[Grade/Class] at [School's Name], am writing to formally request
permission for [specific activity or reason].

[Provide details of the activity or reason, including date, location, and
any relevant information.]

I assure you that [Student's Name] will [mention any necessary
commitments or responsibilities, if applicable].

Thank you for considering this request. I look forward to your positive
response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]