

[Your Name]  
[Your Position]  
[School Name]  
[School Address]  
[City, State, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Parent/Guardian Name]  
[Address]  
[City, State, Postcode]

Dear [Parent/Guardian Name],

Subject: Upcoming School Excursion to [Destination]

We are excited to inform you that [Class/Grade] will be going on an excursion to [Destination] on [Date]. This excursion will provide students with the opportunity to [describe purpose of the excursion, e.g., learn about, explore, engage in activities related to subject area].

Details of the excursion are as follows:

- **\*\*Departure Time:\*\*** [Time]
- **\*\*Return Time:\*\*** [Time]
- **\*\*Cost:\*\*** [Cost]
- **\*\*What to Bring:\*\*** [List items, e.g., lunch, water bottle, appropriate clothing, etc.]
- **\*\*Permission Slip:\*\*** Please complete and return the attached permission slip by [due date].

We believe this experience will greatly enhance our students' understanding of [related subject]. Should you have any questions or concerns, please do not hesitate to contact me.

Thank you for your support.

Kind regards,

[Your Name]  
[Your Position]  
[School Name]  
[Attachment: Permission Slip]