

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

[Principal's Name]
[School Name]
[School Address]

[City, State, Postcode]

Dear [Principal's Name],

I am writing to seek permission for my child, [Child's Name], who is in [grade/class] at [School Name], to [briefly explain the reason for permission, e.g., attend an event, leave school early, etc.].

The event is scheduled for [date] and will provide [mention the benefits or importance of the event]. We believe that this experience will be valuable for [Child's Name]'s personal and educational growth.

Please let me know if you require any additional information or if there are forms I need to complete.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]