

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

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

Subject: Permission Letter for VK Students

I, [Your Name], am the parent/guardian of [Student's Name], a student in [Grade/Class Name] at [School Name]. I am writing to request permission for [specific activity/event] scheduled on [date] at [location].

[Provide a brief explanation of the activity/event and its relevance to the students' learning or development.]

I assure you that [Student's Name] will adhere to all guidelines and requirements outlined by the school regarding this activity. Please let me know if there are any forms or further details required to facilitate this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Student]