

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

Dear [Teacher's Name],

I am writing to grant permission for my child, [Child's Name], to participate in the upcoming school trip to [Destination] on [Date of Trip].

I understand that this trip involves [brief description of the activities or purpose of the trip], and I fully support [Child's Name] in taking part in this educational experience.

Please let me know if there are any forms or additional information required for this trip.

Thank you for organizing this opportunity for the students.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]