

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

YJ School

[School Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I am writing to provide my permission for my child, [Child's Name], to participate in the upcoming field trip to [Destination] on [Date]. I understand that this trip will involve [brief description of activities], and I believe it will be a valuable experience for the students.

I acknowledge that transportation will be provided by [mode of transportation] and that all safety measures will be taken. If you require any further information or have any questions, please feel free to contact me at [your phone number] or [your email address].

Thank you for your efforts in organizing this trip.

Sincerely,

[Your Name]

[Your Signature (if submitting a hard copy)]