

Sample Permission Letter For School Trip

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to seek permission for my child, [Child's Name], who is a student in [Grade/Class] at [School Name], to participate in the upcoming school trip to [Destination] on [Date(s) of the Trip]. I believe that this trip would be a valuable learning experience for my child and an opportunity for them to explore new horizons outside the classroom.

I have reviewed the details of the trip provided by the school, including the itinerary, transportation arrangements, and supervision plans. I am confident in the school's ability to ensure the safety and well-being of all students during the trip.

In light of the above, I hereby grant permission for my child, [Child's Name], to participate in the [Destination] school trip on [Date(s) of the Trip]. I understand that my child will be under the supervision of the school staff and teachers throughout the duration of the trip.

Additionally, I have provided emergency contact information below, in case the school needs to reach me during the trip:

Emergency Contact Name: [Your Emergency Contact Name]

Relationship to Student: [Your Relationship to the Child]

Emergency Contact Phone Number: [Emergency Contact Phone Number]

Alternate Phone Number: [Alternate Phone Number]

Please let me know if there are any further requirements or paperwork that I need to complete before the trip. I am more than willing to provide any necessary documentation or information to ensure a smooth and successful school trip.

Thank you for considering my request. I am looking forward to this enriching experience for my child and appreciate the efforts of the school in organizing such educational opportunities.

Sincerely,

[Your Name]

[Your Signature if submitting a physical copy]

Enclosures:

1. Emergency Contact Information
2. Any additional forms or documents required by the school