

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
School Name
Address Line
City, State Zip Code

Re: Field Trip

Dear Principal :

Name of Child has my permission to participate in the field trip to the zoo with his/her classmates. Also, if you are in need of assistance, please let me know. I will be available on that date.

Sincerely,

N A M E