Name of parents:  
Address of parents  
Contact details:

Date of writing the letter:

Name of the school

Dear parents,

As you know that your child Richard is enrolled in our school in grade 5, our school has decided to hold a picnic party at the end of the session. The purpose of this event is to enable our students to feel fresh and whole again.

Our main objective is to take the students away from the congestion of the classroom so that they can breathe in the fresh air. Students are tired of hectic studies routine and therefore, need a real escape for some time.

According to the schedule of the school, all the students will be taken to the picnic on 31st March 20XX. Hence, we are writing this letter to formally ask you to allow your child to go with us.

We would like to tell you that you can communicate with us within 10 days. After that, we will stop receiving parents’ permission.

In case you have any doubts, or you are afraid of any kind of bad event, you can ask us for clarification. We have a dedicated staff that handles the queries of the parents. You can contact us on the official phone number of the school. We are looking forward to hearing from you.

Sincerely,

Name of the sender:

Signatures

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