Name of the sender:  
Contact details of the sender:  
Address of sender:  
Designation of the sender in the organization:

Name of the organization:  
The subject of the letter:

Dear Mr. ABC,

The ABC School has decided to pay a visit to the museum [mention the name of the museum] on 15th April 20XX. We want to visit the museum because we want to learn more and obtain information about the cultural heritage of our country and lots of other things in history. We believe it is very important to indoctrinate our students with the knowledge of different aspects of history. We assure you that your child will learn a lot after paying a visit to the museum.

Since this school has the policy to take permission from parents of the child who are willing to go, we are writing this letter to seek permission from you. The trip will be for 4 hours maximum and children will be returned to the school within school hours. The school will organize the trip via its express buses.

We require you to permit us by bringing it in writing on the letterhead of the school. Also, specify the date and time of your permission and affix your signatures there. The last date to send your written permission is 10th April. Your permission is very important to us because we have to make further arrangements.

Just in case you need to get more information about the trip or anything, please send us your query via email or you can also call us within school hours. I am looking forward to hearing from you soon.

Regards,

Signatures of the sender

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