[Date]

Dear Parents/Guardians,

We regret to inform you that the field trip to [DESTINATION] scheduled for [DATE] has been cancelled due to [REASON - weather conditions, transportation issues, venue closure, insufficient enrollment, etc.].

**Cancellation Details:**

**Original Trip Date:** [DATE]

**Destination:** [LOCATION]

**Reason for Cancellation:** [SPECIFIC REASON]

**Refund Information:**

All payments will be refunded in full. Please allow [NUMBER] business days for processing.

• **Online payments:** Will be credited to the original payment method  
• **Cash payments:** Will be sent home with your child in a sealed envelope  
• **Check payments:** Original checks will be returned or destroyed (please indicate preference below)

**Next Steps:**

□ **Rescheduling:** We are working to reschedule this trip for [TENTATIVE DATE]. More information will follow.

OR

□ **No Reschedule:** Unfortunately, we cannot reschedule this trip for this school year.

**Classroom Plans:**

Students should attend school as normal on [ORIGINAL TRIP DATE]. Regular classroom instruction will take place.

We understand this is disappointing news for students who were looking forward to this experience. We appreciate your understanding and flexibility.

If you have any questions or concerns, please contact [TEACHER/COORDINATOR NAME] at [EMAIL] or [PHONE NUMBER].

Sincerely,

[NAME]  
[TITLE]

