[Date]

Dear Parents/Guardians,

This is a friendly reminder regarding the payment for the upcoming field trip to [DESTINATION] scheduled for [DATE].

**Payment Details:**

**Total Cost per Student:** $[AMOUNT]

**Payment Deadline:** [DAY, MONTH DATE, YEAR]

**Payment Covers:** [LIST WHAT'S INCLUDED - transportation, admission fees, guided tour, lunch, etc.]

**Payment Options:**

• **Online:** [WEBSITE/PORTAL INFORMATION]

• **Check:** Made payable to [SCHOOL/ORGANIZATION NAME]

• **Cash:** Please send in a sealed envelope labeled with your child's name and "Field Trip Payment"

• **School Office:** Payments can be dropped off during office hours: [HOURS]

**Important Notes:**

• Payment must be received by [DEADLINE DATE] to secure your child's spot on this field trip.

• Students without payment by the deadline will not be able to participate and will remain at school with alternate activities.

**Refund Policy:** [SPECIFY REFUND TERMS - e.g., "Full refunds available until DATE" or "Non-refundable after DATE"]

If you have questions about payment or need to make special arrangements, please contact [CONTACT NAME] at [EMAIL] or [PHONE NUMBER].

Thank you for your prompt attention.

Sincerely,

[NAME]  
[TITLE]