[Date]

Dear Parents/Guardians,

This letter serves as a reminder about the upcoming field trip for [GRADE/CLASS NAME] students.

**Field Trip Details:**

**Destination:** [LOCATION NAME AND ADDRESS]

**Date:** [DAY, MONTH DATE, YEAR]

**Departure Time:** [TIME] from [DEPARTURE LOCATION]

**Return Time:** Approximately [TIME] to [RETURN LOCATION]

**Purpose:** [BRIEF DESCRIPTION OF EDUCATIONAL PURPOSE/ACTIVITIES]

**Important Reminders:**

• **What to Bring:** [LIST ITEMS - lunch, water bottle, comfortable shoes, weather-appropriate clothing, etc.]

• **Dress Code:** [SPECIFIC REQUIREMENTS - school uniform, closed-toe shoes, etc.]

• **Lunch Arrangements:** [SPECIFY if lunch is provided or needs to be brought from home]

• **Spending Money:** [SPECIFY if allowed and recommended amount]

• **Medication:** If your child requires medication during the trip, please ensure it has been submitted to the school nurse with proper documentation by [DEADLINE].

• **Emergency Contact:** Please ensure we have your current contact information on file.

**Cost:** [AMOUNT if applicable, or "This trip is fully funded by..."]

The permission slip and payment (if applicable) must be returned by [DEADLINE DATE]. Students without signed permission slips will not be able to participate and will remain at school with alternate activities.

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

Thank you for your continued support in enriching your child's educational experience.

Sincerely,

Sincerely,

[Your Name]