Date

Dear Parent or Guardian,

Our program (program name, ex: Jones Middle School, Makerspace Club) will be taking a field trip to (destination, ex: The Makers Lab). We are taking this trip as a part of our (related activity or program, ex: Makerspace Club) to show students (purpose of trip, ex: a Makerspace Lab where they can speak with artist and creators to learn about their work space, equipment, and how they use the design process while collaborating with other Makers.)

The (destination, ex: Makers Lab) is located at (address, ex: 1234 Hammersmith Drive, Richmond, VA 23228 ). We will be traveling (optional: mode of transport, ex: by bus) on (Date, ex: 5/14/2018) with a departure time of (time, ex: 2:00 pm) and a return time of (time, ex: 5:15 pm). Please see the attached trip itinerary for the full schedule.

Students must return the attached field trip permission form. The cost of the trip is (amount, ex: $5.00) that can be paid via (payment method, ex: cash or check, including child’s name in the memo, payable to). Scholarships for the cost of the trip are available. Please see (staff name, ex: Ms. Perez) if you may need to apply. Permission slip and payment are due by (date, ex: 5/7/18). Students on this trip should (insert anything they need to bring, wear, be aware of, etc., ex: wear closed toe shoes for safety purposes.)

We always encourage you to partner with us in your child’s learning! If you are interested serving as a chaperone, please contact (staff name, ex: Ms. Perez) for details. Please let us know if you have any further questions.

Thank you,

Staff Name

Title

Contact Information