**Permission Letter for Educational Trip**

Date

Head Of Department

College/University name

Address

**Sub: Request Letter for Field Trip Permission**

Respected Sir,

Hi sir! Hope you find this letter in good health. I am writing this letter on behalf of the whole **[department name].** We have been following your research work from the past two/four years **(more/less)**. We have added your books to our latest curriculum and our lectures are all based on the documentaries that you have shot in various countries. **(Describe in your own words)**. You have served as a huge inspiration to our student body, and you have shown them that every subject can be made interested if one puts his heart into it. **(Explain the actual cause and situation).** Your commendable achievements have served as a motivation to all the students who want to learn about the environment and want this Earth to be a better place to live.

We hope you will consider our request to come and have a look at your research facility and the way environmental sciences is being implemented in the real world. **(Explain on requirements).**

Regards,

Your Name

On the behalf of the Department name

College/University name