**Letter Template**

**Permission Letter for Educational Tour**

To,

The principal,  
**(Name of the School),  
(Address of School)**

**(Date**)

From,

**(Name of the Student),  
(Class)**

Subject: Application for arranging an educational trip

Respected Sir/Madam,

I am (Name of the Student) a student of class **(Standard)** having Roll Number **(Class roll number).** I would like to bring into your kind attention that, **(Organization)** is organizing an educational trip to **(location of education trip).** This is an apt trip for practical exposure in the subjects. The students at our school have always strived excellence in all the subjects and competitions, this trip can further enhance our knowledge. **(Explain all your possible reasons here).**

I am attaching a brochure of the organization. Request you to please have a look at it and arrange the educational trip as per the institute’s schedule and convenience.

Looking for your positive response.

Thanking You

Sincerely,

**(Name of the Student),  
(Roll Number),  
(Class)**