

School Letterhead

Date:

Dear Parent:

The _____ grade class at _____ School will be taking a field trip.

Destination: _____

Date of Trip: _____

Approximate Departure Time: _____

Approximate Return Time: _____

This letter is a request for a contribution. We ask that each family contribute \$_____ (per student attending) toward the cost of this field trip. Doing so will help pay for the trip, thereby allowing us to schedule it as planned. Additional contributions are welcome and appreciated. Please make your check out to _____ School.

If you are unable to pay, your child will not be prevented from attending the field trip. If we do not receive enough contributions to cover the cost of the field trip, we may have to cancel the trip.

Thank you for your commitment to your child's education.

Sincerely,