Date:

Dear

On behalf of All Saints School, I am writing you to seek your permission for your child to participate in a class field trip to Alton Tower, on next Friday, which is the 30/11/2015. We will be leaving the school at nine o’ clock in the morning after your children have arrived safely to their classrooms. The total cost of this trip will be £35 including transport fees and admission costs.

Yours Sincerely