To,

Lenny D Souza

Principal

Dated: xxx of June 20xx

Subject: Letter for travel authorization

Respected Mr. D Souza,

This letter is in regards to the school excursion being organized by your school beginning from xxx of June and ending on xx

th of June.

This is to bring to your notice that I am authorizing my son Norman Creed who is a sixth grade student in your school to travel for this school excursion.

I appreciate the fact that the school is organizing such Historical excursion to Little Isles and I believe that such trips will help increase the general knowledge as well as travelling experience of the school students. I am assuming that this trip will be informative and my son would enjoy it.

Such trips also teach children to learn to do things on their own and not to be so dependant. Above that my son is also very excited to go on this trip. He does not want to miss it at any cost. I am sure the school will take good care of him.

Jonathan Creed