

{Field Trip Faculty Member's Program}
{Field Trip Faculty Member's School}
101 Vera King Farris Drive
Galloway, NJ 08205
{Field Trip Faculty Member's Phone Number}
{Field Trip Faculty Member's Email Address}

{Date}

Dear Colleague,

My class *{Field Trip Class Name and Number}* has a field trip to *{Location}* on *{Date and Time (Arrival and Departure) of Field Trip}* for the purpose of *{Purpose of Field Trip}*. I am respectfully requesting your permission for our mutual student *{Student's Name}* to be excused from your course. Should you agree, the student understands he or she is responsible for making up any missed work. Thanks for considering this request. Please contact me with any questions or concerns you might have.

Sincerely,

Sincerely,

{Field Trip Faculty Member's Name}
{Field Trip Faculty Member's Title}

{Student's Name}