

Letter of Request:
Field Trip

This template is intended to serve as a starting point for outreach communications with organizations regarding field trips. Please ensure all highlighted sections are customized with the appropriate information relevant to your request.

SUBJECT: Subject: Field Trip Request for [School Name] Students to Visit [Facility Name]

MESSAGE:

Dear [Employer or Employee Point of Contact],

My name is [Full Name], and I am a [Position] at [School Name] in [Location of School]. I am reaching out to request an opportunity to bring my [grade level] students to visit your facility.

As part of our current curriculum on energy, I believe that a tour of your operations would provide an invaluable, real-world extension of our classroom learning. [How do the specifics of your teachings tie into why this facility is relevant?]

Please see below for key details of our request:

- **School Name:** [School Name]
- **Student Grade Level(s):** [Grade level(s)]
- **Total Number of Participants:** [Sum of Students and Chaperones]
 - **Number of Students:** [Approximate number]
 - **Number of Chaperones:** [Approximate number]
- **Facility Location Requested:** [Facility Location]
- **Proposed Date(s) and Time(s):** [Include 2-3 options if possible]
- **Budget:** [If requesting]
- **Special Needs or Accommodations (if any):** [Briefly note if applicable]

All students will be supervised by school staff and chaperones at all times. We are committed to ensuring that the visit is organized, respectful, and aligned with any health and safety protocols your facility may require.

Thank you for considering this opportunity to inspire and engage the next generation of learners in the study of energy and its real-world applications. I would be happy to discuss any logistics or requirements at your convenience.

Best Regards,

[Your Name]

[Your Position]

[School Name]

[Your Email Address]

[Your Phone Number]