To, Date: ….. / …. / ……..

The Principal,

Shri Vijaysinha Yadav Arts and Science College,

Pethvadgaon

Subject: Permission to conduct study tour of………………………..(class), ………………… (Subject)

Respected Madam/Sir,

  Department of ………………. wish to conduct a ……….. day study tour for ………….. (Class) to ………… (Destination). It will be an educational trip and will help us to gain a better understanding of the things we study theoretically. It will also give the students and the teachers a chance for recreation.

 We further agree that we will remain sole responsible for wellbeing of all students and teachers participating in this study tour. I will be very grateful to you.

Yours sincerely,

Name: ………………………………. Name;

Head, Coordinator,

Dept. of …………………………… Study Tour …………….. (Class)