## SCHOOL LETTER HEAD

Date: \_\_/\_\_/\_\_\_\_

To,

The Director,

Dr. Bhau Daji Lad Mumbai City Museum

Rani Baug, Byculla East, Mumbai, Maharashtra

**Subject**: - Regarding Permission for School Trip

Respected Sir,

 We, **(name of the school)** would like to visit Dr. Bhau Daji Lad Mumbai City Museum on **(Date of visit)**. The total number of students will be **(no. of students)** of age group **(Age group of students)**. The students will be accompanied by **(number of teachers and attendants)** of teachers and attendants.

 It is requested to kindly grant us permission for the school trip to Dr. Bhau Daji Lad Mumbai City Museum.

Yours Sincerely,

Name:

Post:

Mobile No:

Email: