

THANK YOU LETTER FOR FIELD TRIP

(Use Facility's Letterhead)

Today's Date _____

_____ (Field Trip Site)
_____ (Field Trip Address)

Dear _____,

Thank you for allowing the class(es) from _____ to visit your site.
(Facility's Name)

The children enjoyed _____

_____.

Thank you again.

Sincerely,

(Trip Leader's Signature)