

Exemplar Parent Permission Letter

Dear Parent(s):

Your child has been chosen to participate in three-hour Writer's Workshop at Richmond Elementary School on Saturday, November 10 from 9:00 am to 12:00 p.m. As a participant, your child will focus on the process of creating a narrative. It will be your responsibility to transport your child to and from this workshop. This is a wonderful learning opportunity for your child, and we hope that he/she will be able to join us. Please sign and return this form to your child's teacher ASAP so your child has a reserved seat at this workshop. There are only twenty seats available. Thank you for your time and cooperation!

Teacher, Richmond Elementary School

Student Name: _____

Parent Name: (Printed) _____

Parent Name: (Signed) _____

Phone Number in case of emergency: _____