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| Letter of Approval for Industrial Visit Sample |

**Dear Sir,**

**APPROVAL LETTER FOR INDUSTRIAL VISIT**

I am seeking approval for Sunnyville elementary students to take part in an industrial visit to your factory of March 18, 2013. As you may be aware students from our school have made regular field trips to the factory over the past 10 years, and teachers and parents agree that witnessing manufacturing up close is a valuable experience for the children.

We hope that once again you can provide a tour of the various facilities to a class of around 30. Myself and two other colleagues will also be present to manage the children and help with discussions.

We are thankful for your continued support and look forward to another successful day.

**Best regards.**

**Mrs. Fletcher  
Sunnyville Elementary**