

school letterhead

Date: _____
today's date

Washington State Ferries,

Please accept this document as proof that _____
name of school
is traveling from _____ terminal to _____ terminal for a
school sponsored function on _____ event date. We are traveling with _____ number
busses / vans / cars with approximately _____ number students and _____ number
chaperones. Our contact person on this trip is _____ contact person.
Please apply the special school rate for this field trip.

Sincerely,

school principal or administrator