

Date: \_\_\_\_\_  
today's date

Washington State Ferries,

Please accept this document as proof that \_\_\_\_\_  
name of school  
is traveling from \_\_\_\_\_ to \_\_\_\_\_ for a  
terminal terminal  
school sponsored function on \_\_\_\_\_. We are traveling with \_\_\_\_\_  
event date number  
busses / vans / cars with approximately \_\_\_\_\_ students and \_\_\_\_\_  
number 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