

College Permission Letter Format for Volunteer Work

[Parent's Name]
[Address]
[City, State ZIP Code]
[Date]

[College/University Name]
[Address]
[City, State ZIP Code]

Dear Dean of Admissions,

I am writing to request permission for my child, [Child's Name], who is a student at your esteemed college, to participate in a volunteer program organized by [Organization Name]. The program is scheduled to take place during the summer break, from [Start Date] to [End Date], and will involve working with children from underprivileged communities in [Location].

My child is very enthusiastic about this opportunity, and we believe that participating in this program will be a valuable educational and personal experience that will help them develop important skills such as leadership, teamwork, and social responsibility. The program is well-organized and supervised by experienced professionals, and we are confident that it will be a safe and enriching experience for my child.

I have attached a detailed information packet about the volunteer program, including the program itinerary, cost, and accommodation arrangements. We have also made arrangements to ensure that my child's academic progress will not be affected by their participation in the program.

I kindly request your permission for my child to participate in this program, and I assure you that we will comply with all college policies and guidelines during their participation. Thank you for your time and consideration.

Sincerely,
[Parent's Name]
[Parent's Signature]