

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