

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