

Formal Early Dismissal Letter

Subject: Request for Early Dismissal

Dear [Teacher's Name],

I hope this message finds you well. I am requesting permission for my child, [Student Name], to be excused early from school on [Date] due to [Reason, e.g., family commitment or medical appointment]. We appreciate your cooperation and will ensure that [Student Name] completes any missed assignments.

Thank you for your attention to this matter.

Respectfully,

[Parent/Guardian Name]

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