

Early Dismissal Request

Date: [Insert Date]

To: [Teacher/Principal's Name]

From: [Your Name]

Subject: Early Dismissal for Extracurricular Activity

Dear [Teacher/Principal's Name],

I am writing to formally request an early dismissal for my child, [Child's Name], who is a [Grade/Class Name] student at [School Name]. We have an upcoming extracurricular activity scheduled for [Date] at [Time].

We would appreciate it if you could allow [Child's Name] to leave school at [Requested Dismissal Time] to ensure they arrive on time.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Contact Information]