

Date: [Insert Date]

[Teacher's/Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Teacher's/Principal's Name],

I am writing to inform you that my child, [Child's Name], a [Grade/Class] student at your school, needs to be dismissed early on [Date] due to a family emergency.

Please allow [him/her/them] to leave the school at [Time]. I will ensure that [he/she/they] will complete any missed assignments and adhere to any necessary protocols regarding missed school time.

Thank you very much for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Contact Information]