

Early Dismissal Request

Date: [Insert Date]

To: [Teacher/Principal's Name]

From: [Your Name]

Subject: Early Dismissal for Medical Appointment

Dear [Teacher/Principal's Name],

I am writing to formally request an early dismissal for my child, [Child's Name], on [Date of Dismissal] due to a scheduled medical appointment. We plan to leave at [Time of Departure] and expect to return by [Time of Return].

Please let us know if any additional information is needed. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]