

Early Dismissal Request

Date: [Insert Date]

To: [Recipient's Name]

[School or Company Name]

[Address]

Dear [Recipient's Name],

I am writing to formally request an early dismissal for my [son/daughter/self], [Name], on [Date] due to personal reasons that require immediate attention.

We would appreciate your understanding and support in this matter. If necessary, I am willing to provide any additional information.

Thank you for considering this request. Please let me know if you need any further details.

Sincerely,

[Your Name]

[Your Contact Information]