

Early Dismissal Request

Date: [Insert Date]

To: [Teacher's Name]

[School's Name]

[School's Address]

Dear [Teacher's Name],

I am writing to formally request early dismissal for my child, [Child's Name], who is in [Grade/Class Name], on [Date of Early Dismissal]. This request is made due to a religious observance.

We appreciate your understanding and support in allowing [Child's Name] to participate in this important observance. We assure you that [he/she/they] will catch up on any missed assignments or classwork.

Please let us know if any further information is required. Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]