

Early Dismissal Request

Date: [Insert Date]

To [Teacher's Name],

I hope this message finds you well. I am writing to inform you that my child, [Child's Name], in [Grade/Class Name], will need to be dismissed early on [Date of Early Dismissal] due to a school event.

We kindly request that [he/she/they] be dismissed at [Time of Dismissal]. This early release will allow [him/her/them] to participate fully in the event.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Relationship to Child]