

Early Dismissal Request for Travel

Date: _____

To: [Teacher/Principal's Name]

School: [School Name]

Address: [School Address]

Dear [Teacher/Principal's Name],

I am writing to formally request an early dismissal for my child, [Child's Name], a student in [grade/class name] on [date(s)]. We have travel plans that require us to leave school early.

We would like to request that [Child's Name] be dismissed at [time] on [date]. We will ensure that [he/she/they] will stay caught up with any missed assignments or classwork.

Thank you for your understanding and support. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions.

Sincerely,

[Your Name]

[Your Relationship to the Child]

[Your Contact Information]