

# Early Dismissal Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you that my child, [Child's Name], who is in [Grade/Class] at [School's Name], will need to be dismissed early on [Date of Early Dismissal]. Due to unforeseen circumstances, we require [him/her/them] to leave at [Time].

Please let me know if any further information is needed. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Contact Information]