

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[School/Organization Address]

Dear [Recipient's Name],

I am writing to inform you that I will need to leave school early on [insert date] due to volunteering commitments that require my presence. I kindly request your permission to dismiss me at [insert time].

I understand the importance of my attendance during school hours and assure you that I will make up for any missed work. I appreciate your understanding and support in this matter.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Grade/Class]

[Your Contact Information]