

Request for Early School Departure

Date: [Insert Date]

To: [Teacher's Name / Principal's Name]

From: [Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

Dear [Teacher's Name / Principal's Name],

I hope this message finds you well. I am writing to formally request permission for my child, [Child's Name], who is in [Child's Grade/Year] at [School's Name], to leave school early on [Date] due to a religious event that our family will be attending.

This event is significant for our family and involves [briefly explain the nature of the event, e.g., a religious ceremony, festival, etc.]. We believe that participating in this event is essential for [Child's Name]'s spiritual growth and development.

We will ensure that [Child's Name] completes any assignments or classwork that may be missed on that day, and we appreciate your understanding and support in this matter.

Thank you for considering our request. Please feel free to contact me at [Your Phone Number] or [Your Email] if you need any further information.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]