

# Authorization Letter for Early Leave

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], am the parent/guardian of [Student's Name], a student in [Grade/Class] at [School Name].

I hereby authorize my child to leave school early on [Date] for academic purposes. [He/She/They] will be attending [specific academic event, appointment, or reason for leaving early].

Please allow [him/her/them] to leave school at [Time]. I appreciate your understanding and support in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

Contact Information: [Your Phone Number, Email]