

Consent Letter for Early Dismissal

Date: [Insert Date]

To: [School's Name]

Address: [School's Address]

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

I, [Parent/Guardian's Name], am writing to inform you that my child, [Child's Full Name], a student in [Grade/Class Name], will need to be dismissed early from school on [Date of Early Dismissal] at [Time of Dismissal].

The reason for this early dismissal is due to a scheduled trip that requires our family's presence. We assure you that [Child's Name] will complete all assignments and obligations for that day prior to leaving.

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

Sincerely,

[Parent/Guardian's Name]

[Contact Information]