

# Request for Early Leave for Community Service

Date: [Insert Date]

To

[Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I am writing to formally request permission to leave school early on [Insert Date] due to a community service obligation. This event is important as it allows me to contribute to our community and fulfill my commitment to [insert details about the service, e.g., volunteering at a local shelter, participating in a community cleanup, etc.].

I assure you that I will make up for any missed classwork and will discuss any necessary arrangements with my teachers in advance.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Grade/Class]

[Your Contact Information]