

# Notice of Early Exit

Date: [Insert Date]

To: [School Name]

Address: [School Address]

Dear [Principal's Name],

I am writing to formally notify you that my child, [Child's Name], a student in [Grade/Class Name], will need to exit school early on [Date] due to personal reasons.

We understand the importance of attendance and will ensure that [Child's Name] keeps up with any missed assignments or coursework during this time.

Thank you for your understanding and support. Please let us know if there are any formalities we need to complete for this early exit.

Sincerely,

[Your Name]

[Your Contact Information]