

# Permission Slip for Early Departure

Date: \_\_\_\_\_

To Whom It May Concern,

I, **[Your Name]**, the parent/guardian of **[Student's Name]**, a student in **[Grade/Class]**, am writing to request permission for my child to leave school early on **[Date]** at **[Time]** for sports practice.

Reason for early departure: **[Brief Explanation - e.g., Soccer practice]**.

I understand the importance of attendance and assure you that **[Student's Name]** will make up for any missed work or assignments.

Please sign below to grant permission:

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Parent/Guardian Signature

Thank you for your understanding.

Sincerely,

**[Your Name]**

Contact Information: [Your Phone Number / Email Address]