

Date: [Insert Date]

To: [Teacher's Name]

School: [School's Name]

Address: [School's Address]

Dear [Teacher's Name],

I am writing to formally request an early dismissal for my child, [Child's Name], who is in [Grade/Class Name]. Due to a family commitment, we need to leave the school on [Date] at [Time].

We understand the importance of attending class, and assure you that this dismissal is necessary for our family. We will ensure that [Child's Name] will communicate with their teachers regarding any missed assignments or classwork.

Please let us know if you require any additional information or if there are forms we need to complete. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Contact Information]