

# Early Dismissal Letter To Teacher

Subject: Request for Early Dismissal

Dear [Teacher's Name],

I hope this letter finds you well. I am writing to request early dismissal for my [son/daughter], [Child's Name], who is currently enrolled in your [grade/subject] class at [School Name].

I understand that the school has a set schedule and that early dismissals are typically granted only for valid reasons. In this case, I have a compelling situation that necessitates my child's early departure from school on [date(s)].

[Explain the reason(s) for the early dismissal in a clear and concise manner. For instance, you may mention an important family event, a medical appointment, or any other legitimate reason. Provide relevant details, such as the time the dismissal is required and any supporting documents if necessary.]

I apologize for any inconvenience this may cause, and I assure you that every effort will be made to minimize disruption to [Child's Name]'s education. I will ensure that my child catches up on missed assignments and class material promptly.

If there are any specific procedures or forms that need to be completed for the early dismissal, please let me know, and I will promptly fulfill those requirements. I kindly request your guidance in organizing the necessary arrangements for [Child's Name]'s departure.

I appreciate your understanding and support in this matter. If you have any questions or require additional information, please do not hesitate to contact me at [phone number] or via email at [email address].

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]