Preliminary Early Dismissal Message

Subject: Early Dismissal Notification

Hi [Teacher's Name],

Just a quick note to inform you that [Student Name] may need to leave school early on [Date]. I will provide more details once the schedule is finalized.

Thank you,

[Parent/Guardian Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/early-dismissal-letter-to-teacher