

# Permission Early Leave Request Letter

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[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission for an early leave on [specific date] due to [briefly explain the reason, e.g., "a family commitment," "a medical appointment," "a personal matter," etc.].

I will need to leave at [specific time] and expect to be away until [return time, if applicable]. I understand the importance of attending classes/meetings, and I assure you that I will make arrangements to catch up on any missed work or responsibilities.

Please let me know if you require any further information or documentation regarding my request. I appreciate your understanding and consideration of my situation.

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

Sincerely,

[Your Name]

[Your Grade/Class or Position, if applicable]

[Your School/Organization, if applicable]