

**Date: / / 2020**

**To,**  
**The Principal**  
**KVTR CBSE School**  
**Shirpur.**

**Subject: Permission for leaving school early.**

**Applicant: Mr./Mrs \_\_\_\_\_**

Respected Madam,

This is to request you that due to some emergency situation at my home, I need to take my wards at home. \_\_\_\_\_ ( ) is the name of my ward.

I understand that my authorization will be kept on file and that I am responsible for my child when they leave the school premises. I request you to grant me the permission to leave the school early today.

Thank you.

**Yours sincerely,**

\_\_\_\_\_

**Mob. No.:**