**PERMISSION LETTER TO LEAVE SCHOOL EARLY**

February 6, 20XX  
  
Susan Abor

Chairlady of the Department of Social Sciences

The College of Dallas

77 Cypress Street

Dallas, TX 9001

**Subject**: Request to Leave School Early

Dear Madam,

My name is Ken Adams, a third-year student in Sociology at The College of Dallas. Allow me to formally request permission to be absent from school from February 7 to February 9, 20XX.

I want to take time off from my classes in order to look after my younger sibling, who is suffering from a high fever in the absence of my parents, who are away for several days.

I expect to resume school on February 10, 20XX, when I expect my parents to return. Kindly consider my request.

Thank you.

Yours Sincerely,

Ken Adams

**[Signature]**