**PERMISSION LETTER TO LEAVE SCHOOL EARLY**

February 3, 20XX

To:

Prof William Kimber

Principal

Brighton High School

331 Hudson Grove Ave.

Freetown, NM 2211

**Subject**: Request To Leave School Early

Dear Prof Kimber,

I’m Kimberly Higgins, a senior student at Brighton High School. I want to request permission to leave school today at 12 PM formally.

I have my annual dentist appointment today, and failure to do so will cost more money and time. I, therefore, humbly ask for your permission to be absent for the remainder of the day.

I intend to resume my classes tomorrow morning.

Thank you for considering my request.

Sincerely,

**[Signature]**