

Letter Requesting Permission  
to Leave School Early / Arrive Late

\_\_\_\_\_  
Month / Day / Year

To the Principal  
Gyosei International Primary School

I / We am / are writing to inform you that our child

\_\_\_\_\_ (Child's full name),

Grade \_\_\_\_\_ Class Number \_\_\_\_\_ to (will / leave school early /

will / arrive(d) in school late during the \_\_\_\_\_ period of class in / on

(month) \_\_\_\_\_ (day) \_\_\_\_\_ (year) \_\_\_\_\_.

It is because of (reason) \_\_\_\_\_

\_\_\_\_\_.

Sincerely yours,

\_\_\_\_\_  
Parent's Name / Signature