

Email Format About Permission Letter To Principal

Subject: Permission Letter Request for [Child's Name]

Dear Principal [Principal's Name],

I am writing to request permission for my child, [Child's Name], to [Reason for Request] on [Date]. I understand that this may cause some inconvenience to the school routine, and I apologize in advance.

I have attached a formal permission letter outlining the details of my request, including the dates, times, and location of the event. I kindly ask that you review and consider my request.

I assure you that I will ensure my child's punctuality and follow all guidelines set by the school. If there are any further requirements or procedures that need to be followed, please let me know, and I will promptly take care of them.

Thank you for your consideration, and I look forward to your response.

Sincerely,

[Your Name]