

# DPS MEGACITY, KOLKATA

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

To  
The Transport In-charge  
Delhi Public School Megacity, Kolkata  
Rajarhat, Kalikapur, Kolkata – 700135

**Sub.: Request to permit my child to leave alone at the allotted drop bus stop.**

Dear Sir,

I, \_\_\_\_\_, am the parent of \_\_\_\_\_  
\_\_\_\_\_, who is currently enrolled in Class \_\_\_\_\_,  
Section \_\_\_\_\_, with the Registration Number \_\_\_\_\_.

I hereby inform you that due to unforeseen circumstances, I will be unable to be present at the bus stop to pickup my child. I kindly request that my child be permitted to get off at the assigned bus stop without an escort card check, until I notify you otherwise. I assure you that I am fully responsible for my child's safety and security in this regard.

Thank you for your cooperation and understanding.

Sincerely,

\_\_\_\_\_  
Parent's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Class Teacher's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Transport in-charge Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Transport Supervisor's Signature

with date