

_____, 20__

To Whom it may concern,

Re: _____, _____ Grade ____

We would like to request an educational opportunity excused absence for _____.

He/She will be absent from school from _____ to _____.

_____ will be visiting _____

This trip will provide him/her with the opportunity to more deeply explore the _____ section of the curriculum.

Overall this trip will provide _____ with the opportunity to undertake experiential learning in a hands on environment. We believe that the learning occurring during this trip has equal value to the time spent in the classroom and is directly related to the current curriculum. Any assignments that will be missed during this absence will happily be completed prior to leaving or upon return.

Many thanks for your consideration. If you have any questions or require further clarification, please contact me at(____) _____.

Sincerely,