

Excuse Letter for School

[Date]

Dear School Official,

We would like to request that [Student Name] be excused from school today, [Date]. As they are participating in a production of [Company Name], they will need to arrive at the theatre early in the morning. If you require additional verification of their involvement with [Event Name], please ask them to bring in a copy of the program where their name is listed. Thank you for your understanding.

The [Event Name] is a one-of-a-kind performance, and we're grateful to you for playing a part in making it happen. The children are sure to enjoy themselves, and we couldn't be more excited.

Sincerely,

[Your Name]

[Phone]

[Business Email]