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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Headteacher

\_\_\_\_\_\_\_\_\_\_School

\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am writing to inform you that \_\_\_\_\_\_\_\_\_\_\_ will be absent from school on 24 June 2019, as they have been selected to attend an event sponsored by Major League Baseball in London with RBI Wales.

Our aim is for this absence from class not to affect \_\_\_\_\_\_\_\_\_\_\_'s academic performance. We will make every effort to ensure that \_\_\_\_\_\_\_\_\_\_\_'s schoolwork is completed in a timely manner.

Thank you for your understanding.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Parent of \_\_\_\_\_\_\_\_\_\_\_