

August 5, 2019

To Whom It May Concern:

This is to advise that _____ is participating in the production of *The Three Musketeers* at Trinity High School. The production has one matinee performance for grade school students on Friday, November 8, 2019. She will need to be at Trinity High School from 8:30am through the end of the day. We are hoping that this will be counted as an excused absence as it is an educational experience. At the bottom of this letter you will see a parent signature for permission to miss school on this day.

Thank you so much for your cooperation. If you have any questions, please feel free contact me at your convenience. I can be reached at 502-736-8294.

Sincerely,

Kate E. Reedy
Producer/Artistic Director
Trinity High School
Department of Theatre Arts
reedy@trinityrocks.com
(502) 736-8294

_____ has permission to miss school on Friday, November 8, 2019, so that she may participate in Trinity High School's production of *The Three Musketeers*.

Signature of Parent or Guardian