

(Your Parish Letterhead)

Principal's Name
Name of High School
Street Address
City, State, Zip
Date

Dear ,

As the Coordinator of Youth Ministry for _____ Parish, I am writing to you in regards to Name of Student , a Grade of Student at Name of High School this year. Together with other youth from Name of Parish, and two hundred, seventy-eight other attendees from the Archdiocese of Cincinnati, First Name of Student has been selected to attend the National Catholic Youth Conference in Kansas City, MO, November 19-21, 2009. In order to attend, the participants must miss 2 days of school, Thursday and Friday November 19 & 20. I am writing specifically to request that these absences be excused. Name of Student is a good student and leader, and he/she is fully aware of the importance of making up all missed work and lessons.

After planning and fundraising for the trip for over six months, we eagerly await the many benefits and opportunities of participation in the conference. We hope the youth will not be penalized for their participation in a conference that provides so many educational opportunities and powerful faith experiences.

Attached is a letter from Robert McCarty, the Executive Director of the National Federation for Catholic Youth Ministry, also in regards to youth participants at NCYC 2009.

Please take this request into consideration, and feel free to contact me if you have any further questions at Your Phone or Your Email Address. Thank you for your assistance in this matter.

Sincerely,

Your Name
Your Position

cc: Other pertinent people (campus ministers, guidance counselors, teachers, etc.)