

Dear Teacher/Principal/Counselor at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School:

Student’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

has been cast in the Conejo Players Theatre production of *SHOW*. There will be two special performances on DATE, attended by local schools. The Conejo Players is a non-profit agency, and as part of our mission, produces these special shows to perform for children who may otherwise not get to see live performances.

Please excuse your student, whose name appears above, from school on DATE so that s/he can perform. Performances are at TIMES, so performers will miss the entire day of school.

Thank you for your cooperation. Please feel free to contact us with any questions or concerns.

Sincerely,

The Production Staff of *SHOW.*

PRODUCER DIRECTOR

PRODUCER PHONE DIRECTOR PHONE

PRODUCER EMAIL DIRECTOR EMAIL