January 6, 2015

Dear Sir or Madam,

According to the Coptic Orthodox Christian tradition, our Church celebrates the Feast of the Nativity (Christmas) on the 7th of January each year. This letter is provided by the Church for the parents to submit to the School if they request their child to be excused from school attendance that day.

We thank you for your cooperation.

Father (NAME)

(CHURCH NAME)

Please excuse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this Wednesday, January 7, 2015 so he/she

(Child’s Name)

may partake of this blessed feast with our family. Please provide any relevant class work or homework he/she will miss due to this excused absence.

Sincerely,

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

(Parent Signature)