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RE: Excused School Absence for Observance of Holy Day

Dear Sir/ Madam:

It is our duty to inform you that _____ will not be attending school on _____, 20____ returning _____, 20____; in accordance, with religious observance of _____.

We greatly appreciate your cooperation in rescheduling any applicable work assignments to include tests and/or quizzes for preceding or following this religious observance. Should you have any questions and/or concerns you may contact us directly.

Sincerely,