[Church letterhead here]

School and address

To Whom It May Concern:

I am writing this letter on behalf of \_\_\_\_\_\_\_\_\_\_\_, who attends your school. \_\_\_\_\_\_\_\_\_\_\_is a member of [Church Name]’s youth ministry and is going to be attending the Saturate Youth Conference at Elim Gospel Church in Lima, NY. The Conference runs from Thursday night, November 8th through Saturday, November 10th. This will be an exceptional time for \_\_\_\_\_\_\_\_\_\_\_’s religious growth. We would greatly appreciate his attendance and we thank you for excusing him from classes on Friday, November 9th. (\_\_\_\_\_\_\_\_\_\_\_ understands that all school work must be completed despite missing school for the day.)

Thank you very much for your time and for your consideration.

Sincerely,

 [Youth Pastor’s Name]

 Youth Pastor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parents’ signatures)