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March 12, 2019

Dear School Official:

My name is Nate Ortiz and I am the Student Ministries Director for the Ohio Ministry Network of the Assemblies of God. You are receiving this letter today because I need your help. Every year our organization provides a religious function known as Fine Arts Festival. This program assists and encourages students to discover and develop their talents in the area of drama, music, public speaking, and various other expressions of art. Through this program, our students are given the opportunity to compete with other students from across Ohio and advance to a National Fine Arts Festival where they can become eligible for scholarship opportunities.

This year, our festival will be held on March 29-30, 2019 in Dayton, Ohio. Because our event starts on a Friday and it requires students to miss school, I would like to ask you to grant the students in your school that wish to participate an "excused absence" for this day.

Please know that as a fellow leader of students, I respect and appreciate all that you do on behalf of students and families throughout your district. It is an honor for me and the other leaders in our organization to serve and assist you whenever we can. Thank you so much for your consideration of this request. If you have any questions, please feel free to contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nate Ortiz', written in a cursive style.

Nate Ortiz

Student requesting excused absence: _____