

Eastern Connecticut Ballet

435 Boston Post Road East Lyme, Connecticut 06333*

November/December 2019

To whom it may concern:

_____, a student at Eastern Connecticut Ballet, has asked me to write this letter to you excusing her/him from school on Friday, December 13, 2019.

She/he will be performing in a multi-discipline arts and literature presentation of *The Nutcracker* for 2,800 school children. This event for which she/he has been preparing since September will take place at The Garde Arts Center in New London and is made possible by foundations, grants and business sponsors.

If your school has a community service requirement, I urge you to apply _____ rehearsal and performance hours to its fulfillment. Eastern Connecticut Ballet encourages its dancers to be generous with their talents, and we believe it is important to acknowledge hard work on behalf of the community.

Thank you for your cooperation in this matter. If you have any questions, do not hesitate to call me at the Eastern Connecticut Ballet (860-739-7899).

Sincerely,



Lise Reardon
Director