

Dear Head Teacher,

Here at Planet Ice Coventry we will be holding a Christmas Show on Tuesday 6th December 2023 at 13.00hrs. The show will be Wizard of Oz and we have one of your students participating.

I am therefore writing to you for permission that the student can perform in the Show.

The student I am requesting is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We as a company understand how important the children’s education is and are asking for this permission in this exceptional circumstance so the children can showcase their skills and ability’s they have been developing throughout their time at Planet Ice.

Your co-operation would be very much appreciated if they could attend and participate in our matinee showing of Wizard of Oz.

We await your response: you can contact the facility on the following details,

With thanks for your time and best wishes

Planet Ice

Please could you complete the below if you grant permission for the detailed absence.

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head Teachers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

Head Teachers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please could this be stamped with your official school stamp.**

A picture containing text, screenshot, monitor, screen

Description automatically generated