Dear XXXXXX,   
  
I hope that this letter finds you well. I am writing to request your consideration for the short absence of one of your students, XXXXXX, from XXXXXXX.

XXXXX has been selected to participate in Merton Music Foundation’s Tour, scheduled to take place from 23rd July, meaning that they will need to be absent for the last two days of term (23rd and 24th July 2024). XXXXXX will be performing as part of the XXXXXXXX, of which they are a valued member.

The trip is of an educational nature, organised by Merton Music Foundation, an educational body. We would be grateful if you could class it as a Code V authorised absence under the Department for Education’s School Attendance Guidance.

We believe that experiences like Merton Music Foundation’s Tour contribute significantly to a student’s overall development, providing them with valuable insights and skills that extend to, and beyond the classroom. We kindly request your support and understanding, in granting XXXXX permission to participate in this enriching educational opportunity.

Should you have any questions or require further information, please do not hesitate to get in touch.

Best wishes,

**Martha Gibbons**

Musical Pathways Leader   
Merton Music Foundation