# *(DATE)*

# 

To Whom It May Concern:

RE: *(INSERT STUDENT NAME)*

*(STUDENT NAME)* has been granted a scholarship by the Georgia Rotary Student Program and because of this scholarship he/she is required to attend certain events that are held throughout the year. Attached is a calendar that will show the activities and meetings for the upcoming academic year.

I would appreciate your excusing *(STUDENT NAME)* from the classes that he/she will miss. We acknowledge the fact that he/she is responsible for making up any work or taking any exams missed.

If you have any questions about our program or need further explanation please do not hesitate to call me at *(INSERT PHONE NUMBER)* or you may visit our website at www.grsp.org.

I appreciate your time and consideration in this matter.

Sincerely,

(INSERT TRUSTEE NAME)

GRSP Trustee