***Sample “Excuse” Letter to Faculty and Administrators***

[Date]

Dear [Faculty Member Name]:

The American Student Government Association will be holding its

[name of conference] in [name of city] on [date]. ASGA is the national professional association dedicated to training Student Government officers and members nationwide.  
  
[Number] of [name of college/university] students have been chosen from a field of candidates to represent our institutions. Their names are listed below:

1.

2.

3.

4.  
5.

This training conference is an opportunity for learning and interaction that complements the classroom experience. Students and administrators from other institutions representing numerous states will be sharing resources and exchanging ideas.

There are educational sessions addressing such topics as team building, enhancing elections, addressing diversity issues, goal-setting, and more.

We have found previous ASGA training conferences to be an invaluable educational experience for all of the students attending. Much of what they learn can be applied as life-management skills as well as improving the quality of campus life here.

Although attendance at the conference requires their absence(s) from your class(es), the students understand that it is their responsibility to make up any assignments or exams that they may miss and at your convenience.

Your assistance and cooperation is appreciated. Please contact me if you have any questions about the upcoming ASGA conference.

Sincerely,

[Name]

[Title]  
[Phone]   
[E-mail]