

Disagreement Letter about the Extension of a School Day

[Your Name]

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -optional

Dear [recipient's name],

I am writing this letter in reference to the circular sent to the parents by your administration regarding extending the school days till July to make up snow days. This is a very unusual event and it is a matter of inconvenience for us since my family and I have plans to attend my sister's wedding the weekend after school was originally scheduled to be out. We have already bought the plane tickets and booked a hotel of which there is no refund.

I have worked now and then together with the faculty for the betterment of your school. However this is a very important family event and we cannot miss this. So, if you cannot deal with this issue to resolve the matter then I want complete assurity with written proof that my children will not be penalized for their absence.

Thank you very much.

Sincerely,

[Your Name]