

Blk. 57 Ph. 2 Brgy. Cristo Rey, Capas, Tarlac

Sec. Rec No. CN200913123

TIN No. 007-354-621

April 4, 2024

To Whom It May Concern:

I am writing to inform you that, on behalf of (Student Name) he/she will be unable to attend school on **April 8-9, 2024,** due to his/her participation in the "Encounter God Retreat (EGR)" to be held at Patling, Capas, Tarlac. The Encounter God Retreat is a life-changing spiritual experience to help young people encounter God, encounter people, and themselves.

We apologize for any inconvenience this may cause and assure you that

(Student Name) will make up for his/her absence upon his/her return.

Sincerely Yours,

**Ptr. Aleer Conde**

Youth Pastor

**Ptra. Ella Robles**

Senior Pastor