Ma’am/Sir:

Greetings!

I, Jamaica B. Rentoria, an aspiring SK Chairman, am writing to request permission to be excused from my classes on \_\_\_\_\_\_\_\_\_\_\_\_\_ to actively participate in the SK (Sangguniang Kabataan) Election Campaign. As a responsible and engaged student, I believe that participating in the democratic process is a valuable experience that can help shape the future of our community.

I assure you that I will make every effort to catch up on any missed assignments and activities during my absence. I understand the importance of maintaining academic responsibilities while also contributing to the betterment of our society.

Thank you for considering my request. I hope for your understanding and support in this matter.

Respectfully,

JAMAICA B. RENTORIA