July 20, 2017

**MR. ADONIS A. TORRES**

Secondary School Principal I

Tanjay National High School

Tanjay City

Dear Sir,

 Greetings to your good office!

 In preparation to the **annual City Fiesta Parade** which will be held on July 22, 2017. I would like to ask for your **permission to allow the members of the school band to be excused from their classes today for the conduct of the practice for the upcoming event.** A thorough practice is needed by the band because of the high number of new members who are still in the process of mastering the routines.

 I hope for your consideration and approval.

 Respectfully,

 **AIDA M. FLORDELIZ**

*School Band Coordinator*

*REMARKS:*

 **Approved**

 **Disapproved**

 **ADONIS A. TORRES**

*Secondary School Principal I*

 July 20, 2017

**MR. ADONIS A. TORRES**

Secondary School Principal I

Tanjay National High School

Tanjay City

Dear Sir,

 Greetings to your good office!

 Tanjay National High School Band will be joining the **Annual Tanjay City Fiesta Parade**. Along this line, I would like to request for **travel expenses of band instruments from school to venue and back**.

 Thank you so much for your support.

 Respectfully,

 **AIDA M. FLORDELIZ**

*School Band Coordinator*

*REMARKS:*

 **Approved**

 **Disapproved**

 **ADONIS A. TORRES**

*Secondary School Principal I*