

Subject: **[Presentation/Lessons Name]**

Dear **[Principal Name]**,

Thank you for emailing the parents this important information. I appreciate your gesture of informing us and following **[School Name]** protocol.

After researching some of the above-mentioned work, we have collectively decided as a family that my **[Son/Daughter]**, **[Children Name]**, will not be participating in these presentations on **[Date of Presentation]**. Will they be only one block each day, or are they the entire day? I ask because we will have to make arrangements for **[Him/Her]** if it is the entire day. If it is just one block each day, it is perfectly fine if **[Child Name]** does his own personal work in the library.

Please advise at your earliest possible convenience, **[Principal Name]**, and thank you again for connecting with us regarding this presentation.

With gratitude,

[Concerned Parent Name] - [Father/Mother] of [Child Name] [(Child School Grade)]