

On School Letterhead

(insert date)

Dear NELMS,

(insert name of person who can't attend) was scheduled to attend the (insert workshop/conference name) scheduled for (insert date/dates). He/she was registered to attend on (insert date or dates registered to attend). Regretfully, he/she is unable to attend due to (insert reason).

(insert substitutes name) will be attending in his/her place. They are a (insert professional position-include subject and grade) at our school and their email address is (insert email address).

Thank you very much.

Regards,

{Signed by a building administrator}