



NATIONAL BLACK PRE-LAW CONFERENCE AND LAW FAIR

www.blackprelawconference.org

School Excused Absence Request

Replace all bracketed fields, then delete this instruction before sending.

[Date]

[Professor / Dean / Advisor Name]

[Department]

[School or University Name]

Dear [Professor / Dean / Advisor Name],

I am writing to respectfully request an excused absence from [Course Number and Title / Classes] on [Requested Absence Dates] so that I may attend the National Black Pre-Law Conference and Law Fair, taking place on [Conference Dates] in [Conference Location].

The Conference brings together aspiring lawyers, law school admissions professionals, judges, and practicing attorneys. Its educational programming provides opportunities to learn about law school admission, legal careers, LSAT preparation, application strategies, and financing a legal education.

Attending will support my preparation for law school and my future legal career, while advancing my academic goals at [School or University Name]. I look forward to speaking with law school representatives, learning from legal professionals, and building connections with others pursuing a legal education.

I will make arrangements to obtain notes, complete any missed assignments, and stay current on course material. Please let me know what I need to submit or reschedule and whether any additional documentation is required.

Thank you for considering my request and supporting my educational and professional goals.

Sincerely,

[Your Full Name]

[Student ID]

[Major / Classification]

[Contact Email]