

English Dept.
Cal Poly University
San Luis Obispo CA 93407

January 9 2004

To whom it may concern:

I'm writing to request your excusing _____ from
class and work obligations between 10:30 AM and 10:30 PM on February 6 2004.

This will allow them to participate in a required course field trip to the Getty Center in
Los Angeles for English 204, one of the Core courses for English majors.

Please feel free to contact me at the addresses below if you require any further
explanation or documentation.

Thank you for tolerating any inconvenience this activity may create.

Sincerely,

Steven Marx
Professor of English

smarx@calpoly.edu
756 2411