**SAMPLE EMPLOYMENT / SCHOOL EXCUSE LETTER**

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Victim Witness Assistant

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: Employment / School Excuse for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Please be advised that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County District Attorney’s Office is currently prosecuting charges in a case involving your employee / student as a witness.

The next court date has been set for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, at \_\_\_\_\_\_\_\_\_\_ a.m. / p.m.

The victim / parent / guardian / family member has the right to be present in court, and \_\_\_\_\_\_\_\_\_\_\_\_’s presence in the courtroom was / may be / will be necessary. Although it may cause some inconvenience, your cooperation in this matter is greatly appreciated.

Should you have any questions concerning this matter, I may be contacted at the District Attorney’s Victim Assistance Program at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Victim Witness Assistant