Day/ month/ 2017

**Attention to Name of the addressed person**

**Name of the department / section**

**Name of the Organization/ University/ School**

**Doha- Qatar**

**Excuse letter for participation at 2017 Rota Youth Service Club- Leadership Training “ROTA Youth Challenge Programme”**

To Whom It May Concern,

**Permission for Name of participant to be excused from attending classes**

I am writing to inform you that **Name of participant** has been successfully accepted to participate in 2016 Rota Youth Service Club- Leadership Training “ROTA Youth Challenge” Programme starting from October 25th to October 28th 2017 at HBKU Student Center, Qatar Foundation. The programme is an important learning experience for the youth of Qatar as it provides an opportunity to develop their knowledge and skills in leadership and project management. We are confident that this experience will support the participant’s academic as well as personal learning and will contribute to their academic development.

Attached please find more information and the details about this programme.

**About Reach Out To Asia (ROTA)**

ROTA is a non-profit organization launched in December 2005 by Her Excellency Sheikha Al Mayassa bint Hamad bin Khalifa Al Thani. ROTA envisions a world, where all young people have access to the education for them shape the development of their communities. Mohammed is actively involved in ROTA youth development program since 2009.

Thank you in advance for your support.

Yours sincerely,

**Mohammed Abdulla Saleh**

**National Programme Director**

**Reach Out To Asia**