

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[School/Organization Name]
[School/Organization Address]
[City, State, ZIP Code]

Dear [Coach's Name/School Nurse/Relevant Person],
I am writing to inform you that my child, [Child's Name], has a severe allergy to [specific allergen(s)], which can lead to anaphylaxis. To ensure their safety during sports activities, [Child's Name] will carry an EpiPen at all times.
Please ensure that [he/she/they] is allowed to have the EpiPen accessible during practices and games. In the event of an allergic reaction, I request that you or any supervising adult assist in administering the EpiPen if necessary and call emergency services immediately.
If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].
Thank you for your attention to this important matter.
Sincerely,
[Your Name]
[Your Relationship to Child]