

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Teacher's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally request an excuse for [Student's Name], a student in [Grade/Class Name], to participate in the [specific school event] scheduled on [date] from [start time] to [end time].

[Explain the reason for the request, e.g., a family commitment, prior engagement, etc.]. We believe that attending this event is important for [Student's Name]'s growth and development, and we would greatly appreciate your support in facilitating his/her participation.

Thank you for considering this request. Please feel free to reach out if you need any further information.

Sincerely,

[Your Name]  
[Your Relationship to the Student]  
[Your Contact Information]