

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 inform you that [Student's Name], a student in your [Grade/Class Name], will be unable to attend school on [specific dates] due to participation in [name of competition/event].

This competition is a valuable opportunity for [him/her/them] to enhance [his/her/their] skills and represent our school. We appreciate your understanding and support in this matter.

Please let us know if there are any assignments or materials that [Student's Name] will need to catch up on upon [his/her/their] return.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Relationship to the Student]