

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

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you that my child, [Student's Name], who is in [Grade/Class], will be participating in [specific sports event/competition] on [date(s)].

Due to this commitment, [he/she/they] will not be able to attend school on that day, and I kindly request that you excuse [his/her/their] absence. [Student's Name] is very dedicated to [his/her/their] sport, and this event is an important opportunity for [him/her/them].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]