

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

Dear [Teacher's/Principal's Name],
I am writing to inform you that my child, [Child's Name], a student in [grade/class], will be unable to attend school on [date(s)] due to participation in an athletic event. [He/She/They] is a member of the [team name] and will be competing in [describe the event briefly, e.g., "a regional track meet"].

We appreciate your understanding and support regarding [Child's Name]'s absence. Please let us know if any additional information is needed or if there are assignments [he/she/they] should complete during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]