

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/School Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for an out of bounds exception for [specific dates] in relation to [reason for request, e.g., a school event, sports activity, etc.]. Due to [brief explanation of the circumstances that require the out of bounds request], I believe that an exception is warranted. [Mention any relevant details or supporting information that may assist in the approval process.]

I assure you that all safety protocols and guidelines will be strictly adhered to during this period. Your understanding and support in this matter would be greatly appreciated.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Additional contact information, if necessary]