

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

Dear [Recipient's Name],

I am writing to formally request permission for my child, [Child's Name], to participate in [specific sport or event] scheduled for [date(s)]. As a parent, I understand the importance of physical activity and team participation for [his/her] development.

[Child's Name] has expressed great enthusiasm for this opportunity and has been practicing diligently. I believe this experience will enhance [his/her] skills and contribute positively to [his/her] overall growth. Please let me know if there are any additional forms or fees required for participation. I appreciate your consideration and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]