

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

Dear [Teacher's/Coach's Name],
I hope this message finds you well. I am writing to formally excuse my child, [Child's Name], from participating in [specific sport or event] on [date(s)] due to [reason for absence, e.g., illness, family commitment, etc.].

We understand the importance of attendance and participation in team events and appreciate your understanding in this matter. Please let us know if there are any additional requirements or if further documentation is needed.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]