

School Absence Notification

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you that my child, [Child's Name], a student in [Grade/Class Name] at [School Name], will be unable to attend school on [Date of Absence] due to participation in a sports event.

The event will take place at [Location of Event], and it is an important opportunity for my child to represent the school in [Sport/Activity].

We appreciate your understanding and support. Please let us know if you require any further information.

Sincerely,

[Your Name]

[Your Contact Information]