

Request for Absence Due to Extracurricular Activities

Date: [Insert Date]

To,

[Teacher's Name]

[School's Name]

[School's Address]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally request an absence from school for my child, [Child's Name], who is in [Grade/Class Name].

[Child's Name] has the opportunity to participate in [describe the extracurricular activity, e.g., a regional sports competition, a school play, etc.] which will be held on [date(s) of the event]. This event is significant for [his/her] personal development and team spirit.

As a result, we kindly request permission for [Child's Name] to be excused from school on [specific date(s)]. We assure you that [he/she] will catch up on any missed assignments and lessons during this time.

Thank you for considering this request. Please feel free to reach out if you need any further information.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to the Child]