

## **Dear Parents/Guardians,**

We hope this message finds you well. We are writing to inform you about an injury that occurred during a recent athletic practice/event involving your child, [Athlete's Name].

On [Date], during [describe the activity, e.g., football practice], [he/she/they] sustained a [type of injury, e.g., sprained ankle]. Our coaching staff acted promptly and ensured [he/she/they] received appropriate medical attention.

[Athlete's Name] is currently being monitored and will be evaluated further by a medical professional. We will keep you updated on [his/her/their] progress and any necessary steps regarding recovery.

Please feel free to reach out if you have any questions or need further information.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]