

Absence Excuse Letter

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], was unable to attend school on [Date of Absence] due to participation in a sports event.

The event was [Name of the Sports Event] held at [Location], and it required my child's presence as an important part of their team. We appreciate your understanding in this matter.

If you have any questions or require further information, please feel free to contact me at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Relation to the Student]