

# Letter of Absence Explanation

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], was unable to attend school on [Date(s) of Absence] due to a sports commitment. [He/She/They] was participating in [Name of the Sports Event/Competition] representing [Team/School Name].

We understand the importance of attending classes and assure you that [Child's Name] will catch up on any missed assignments and lessons. Please let us know if there are specific assignments [he/she/they] should focus on.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]