

Date: [Insert Date]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Music Teacher's Name],

I am writing to inform you that my child, [Child's Name], will be unable to participate in the upcoming school music concert scheduled for [Concert Date].

We appreciate the effort and dedication that goes into preparing for these events, but due to [reason for opting out - e.g., a scheduling conflict, personal reasons], we have decided that it is best for [Child's Name] to opt out this time.

Thank you for your understanding. We look forward to the future performances and will support [Child's Name] in their music education.

Sincerely,

[Your Name]

[Your Contact Information]