

Letter of Opting Out

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [Teacher's/Coach's Name],

I hope this message finds you well. I am writing to formally notify you that I, [Your Full Name], a participant in the school robotics competition, have decided to opt out of this year's event.

After careful consideration, I believe this is the best choice for me at this time due to [brief reason if desired, e.g., personal commitments, scheduling conflicts, etc.]. I appreciate the opportunity I have had to be part of the robotics program, and I wish all my teammates the best of luck in the competition.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]