

Athletic Competition Leave Email

Subject: Athletic Competition Absence Request

Dear [Athletic Director/Principal],

I am writing to request excused absence for [Student's Name] to participate in [Name of Competition/Tournament] from [Start Date] to [End Date].

[Student's Name] has qualified for this [regional/state/national] competition in [Sport/Activity], representing both personal achievement and school pride. This opportunity reflects years of dedication and training.

We understand the importance of academic responsibilities and have already begun coordinating with teachers to ensure all assignments are completed on schedule. [Student's Name] maintains strong academic standing and is committed to balancing both educational and athletic excellence.

Please confirm approval of this request at your earliest convenience.

Thank you for supporting our student athletes.

Respectfully,

[Your Name]

[Parent/Guardian]

[Date]

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