**TEMPLATE LETTER  
PERMISSION TO PLAY SPORTS LETTER**

From,  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Subject: **Permission to Play Sports Letter.**

Dear \_\_\_\_\_(Sir or Madam),

I, (Name of the Sender), studying in class (Grade) of (Name of the School/Institution) am writing this letter to inform to you that I have been selected to play (Name of the Sport) for the (Name of the Tournament) Type/ from our school. I would be representing our school and would be competing with other international schools. But for that, I will have to double up the practice and dedicate more time to this sport. Therefore, I request you to kindly grant me a (Type of Leave) leave for (Number of days) starting from the coming (Day/Date of the Leave) for extra practice.

The Championship is on the (Date of the Tournament) and I need to prep up for the same. I assure you that as soon as this gets done with, I am going to catch up on the academics. I promise not to let you down. I hope to get a positive response from your end.

Thanking you in anticipation,

Yours truly,

Name and Signature.