**EMAIL TEMPLATE  
PERMISSION TO PLAY SPORTS LETTER**

To: name@email.com

From: name@email.com

Subject: Permission to Play Sports Letter.

Dear Sir/Madam,

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, studying in class \_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am writing this letter to inform you that I have been selected to play football for the States Championship 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 half-day leave for \_\_\_\_\_\_\_ consecutive days starting on the coming \_\_\_\_\_\_\_\_\_\_, i.e., \_\_\_\_\_\_\_\_\_\_\_\_ for extra practice.

The Championship is on the\_\_\_\_\_\_\_\_\_\_\_, 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,

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_.