**TEMPLATE LETTER  
PERMISSION TO PLAY SPORTS LETTER**

Date  
  
Name

Title

Organization

Address  
City, State Zip Code

Respected Mr. /Ms. Last Name:

Subject: Permission Letter for Sports Practice FZ

I am duly enrolled as a student in your school. At present, I am in my \_\_\_\_\_\_\_\_\_\_\_\_ **(year of study)**. Other than that, I am also actively involved in \_\_\_\_\_\_\_\_\_\_\_\_\_ **(sporting activity)**. For this, I am required to spend some of my school hours to the practice therein.

I cannot attend to my studies and the sporting practices at the same time. That is why I ask that you absolve me from having to attend the afternoon lessons throughout the semester.

My coach asked that you speak to him directly over the issue. Reach him on XXX-XXX-XXXX. Kindly let me know how else I may be of help.

Respectfully,

Signature **(hard copy letter)**