**LETTER TEMPLATE**

**PERMISSION TO PLAY SPORTS LETTER**

**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  **(Type/Name of the Tournament)** from our school. **(Describe in your words)**. I would be representing our school and would be competing with other international schools. **(Describe all about the situation)**. But for that, I will have to double up the practice and dedicate more time to this sport. **(Explain your proposals)**. 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. **(Explain your requirements regarding topic)**.

The Championship is on the **(Date of the Tournament)** and I need to prep up for the same. **(Explain your expectation)**. I assure you that as soon as this gets done with, I am going to catch up on the academics. **(Cordially describe your greetings)**. 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