

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
School Name  
Address Line  
City, State Zip Code

Re: Permission to Play Sports

Dear Principal :

Name of Child has my permission to participate in all sports activities sponsored by School Name. Also, please let me know if you are in need of parental assistance before or during scheduled games. I would be more than happy to help.

Sincerely,

N A M E