

Request for attending sports competition

Subject: Request for Permission to Participate in Sports Event

Dear Principal,

I wish to inform you that I have been selected to represent our school in the [Name of Event] on [Date]. I kindly request your permission to participate in this event. I will ensure that my academic responsibilities are not affected.

I would be thankful for your approval.

Sincerely,

[Your Name]

[Class/Grade]

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