

Teacher's Name  
School Name  
School Address

Your Name  
Your Address

Date

Dear [Teacher's Name],

I am writing to let you know that I am currently competing at [level] within [sport]. [Include any details of current team/institute membership and years competing at an elite level.]

My weekly training commitments are [hours/number of training sessions].

The important commitments for me within [my sport] this term/year are:

- Competition A
- Competition B
- Training Camps

[include time and location]

It is very important to me to complete my schoolwork and assessments whilst managing my sporting commitments. It is my intention, if possible, to complete any assignments that fall during these commitments in advance of the due date.

If there are assessments that fall within these times I would appreciate being able to discuss the possibility of rescheduling my assessment or completing these under supervision whilst away.

Thank you for your understanding.

Yours Sincerely

[Your Name]