

Lecturer's Name  
University Name  
University Address

Your Name  
Your Address

Date

Dear Lecturer,

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.]

The important commitments for me within [my sport] this semester are:

- Competition A
- Competition B
- Training Camps

[include time and location]

It is very important to me to complete the coursework 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.

If my absence due to these commitments result in missing required tutorials/labs I will be happy to make these up in any way you feel is appropriate.

Thank you for your understanding.

Yours Sincerely

[Your Name]