Date:

Name of the recipient:  
Address of the recipient:

Name of the organization:

**Subject:  Permission letter for sports practice**

Dear Mr./Mrs. ABC,

I am enrolled in your institution in grade 12. I am a sharp and hardworking student of your institution. Apart from my studies, I also actively take part in extracurricular activities. I am also registered in various sports activities of the college. Now, since the annual sports event of the college is approaching near, I want to spend some college hours in practice.

I cannot attend my classes at college and practice in the sports club at the same time. Therefore, I would like to take the college classes in the evening for the next two months.

I know that my studies are more important, and I am well prepared for my exam also. I assure you that I will not disappoint you with my result. However, at this point, I need to pay some attention to my sports activities also. My coach has asked me to speak to you if you allow me to take part in the sports practice. You can reach him on [X] if you need to ask anything pertaining to this request.

I am anxiously looking forward to your reply. I am attaching my registration form and membership card of the sports club with this letter.

Regards,

Yours sincerely,

Name of the student