Date:

Dear father,

I hope that you are fine and healthy. I have an urgent request to make to you. I want to join the hockey coaching institute, located near my school, to improve my game.

As you know, hockey is one of the most played games in my school, and I am often part of many hockey matches. Although we have a hockey coach, his availability is limited. A big hockey intra-school tournament is approaching, and I want myself to be ready for it. To give the best, me and my friends have decided to join the ABC hockey coaching institute, which is one of the best. It is only five minutes’ walk from my school, and the timings are convenient as well, as they would start after my school hours. The fee is also minimal, i.e., $50 per month, which I can easily pay from my pocket money.

However, as we have to go outside the campus premises, my principal is demanding written permission from our parents. Kindly, allow me to join the institute, as I believe I could really polish my skills. I assure you that I will not let this training activity affect my studies in any way. Please send me a written permission letter, duly signed by you, which I can present to the principal. I want to start on the 1st of October 20XX, so please send it accordingly.

Thank you, daddy.

Love,

Your son.