



To Whom It May Concern,

We are writing to formally request the excusal of _____, a student at _____, from school during the period of May 6th through May 13th, 2026.

_____ has been selected to participate in “the D2 Summit,” a prestigious out-of-state sporting event that requires both travel and full time commitment during the specified week. This opportunity represents a significant milestone in their athletic development and showcases their exceptional talent and dedication to their sport.

Please note that travel and participation dates may vary slightly from athlete to athlete, depending on their progression through the stages of the event. Some participants may need to depart earlier or remain longer based on advancement to the next level of competition.

The specific dates that apply to _____ include:
May _____ until May _____ 2026.

Due to the nature of the event and its location, the athlete will be accompanied by family and staff as part of their travel and support team. We kindly ask that all family members accompanying the athletes are excused as well.

We appreciate your understanding and support in allowing this athlete to take advantage of this valuable experience.

Please do not hesitate to contact us with any further questions or further verification.

Sincerely,

Ashley Sabo

Owner | Empire Elite

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