19th Novice Swim Meet
4th Dec to 6th December 2026
Akuatik Selangor, Shah Alam, Selangor

Date :

To Whom It May Concern,

Dear Sir/Madam,

RE: REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL

We are pleased to inform you that one of your students, as named below, have been selected to represent _____ in the upcoming 19th Novice Swim Meet 2026, which will be held at Akuatik Selangor, Shah Alam from 4th to 6th December 2026.

Student Name: _____

IC Number: _____

Class: _____

We would appreciate if you could grant the said student a leave of absence to participate in the above swim meet.

We believe that participating in events like this not only fosters athletic development but also encourages qualities such as teamwork, discipline, and resilience, which are valuable both in and out of the classroom.

We appreciate your understanding and support in allowing these young athletes to pursue their sporting endeavors while balancing their academic responsibilities. Should you require any additional information or clarification, please do not hesitate to contact me directly.

Thank you for your consideration and cooperation in this matter.

Sincerely,



Carolina Chang
Organizing Secretary
Tel: 019-353 7717
Email: novicemeet@gmail.com