

Date: \_\_\_\_\_

To: \_\_\_\_\_

To whom it may concern,

I am writing to inform you that \_\_\_\_\_, whom is a student at your school, has been selected to represent Ohio at the 2025 Mid-States 14 & Under All-Star Championships swim meet in Indianapolis, Indiana.

\_\_\_\_\_ will need to ( ☐ leave school early) ( ☐ miss school) on Friday, January 3rd, 2024, in order to travel to the meet. Please direct any questions regarding their absence to me by contacting me at [teamohiomidstatesmeet@gmail.com](mailto:teamohiomidstatesmeet@gmail.com).

Thank you for your understanding in this matter.

Sincerely,

MacJilton "Mac" Lewis

Head Coach, Team Ohio 2025 Mid-States 14 & Under All-Star Championships