

Date: [Insert Date]

To: [Professor's Name]

From: [Student-Athlete's Name]

Subject: Academic Accommodation Consultation - [Course Name/Number]

Dear Professor [Professor's Last Name],

I am currently enrolled in your course, [Course Name], for the [Semester/Year] term. I am also a member of the [University Name] [Sport] team. I am writing to formally request a consultation regarding my academic schedule and potential athletic competition conflicts.

Attached to this letter, please find my official travel schedule and competition dates provided by the Athletic Department. According to this schedule, I will be absent from class on the following dates:

- [Date 1]: [Reason, e.g., Away Game at Location]
- [Date 2]: [Reason, e.g., Tournament]
- [Date 3]: [Reason]

I have reviewed the course syllabus and noted that these absences may coincide with the following assignments or exams:

- [Assignment/Exam Name] on [Date]
- [Assignment/Exam Name] on [Date]

I am committed to my academic success and would like to discuss how I can proactively complete my coursework. I am available to meet during your office hours or at another time convenient for you to discuss alternative arrangements, such as early submission of assignments or rescheduled exam times.

I will ensure that I obtain notes from classmates for any lectures missed and will remain current with all reading assignments via the course portal.

Thank you for your time and for supporting my efforts to balance my academic and athletic responsibilities. I look forward to hearing from you.

Sincerely,

[Student-Athlete Signature]

[Student-Athlete Printed Name]

[Student ID Number]

[Email Address]

[Phone Number]

cc: [Academic Advisor/Athletic Academic Coordinator Name]