

School Absence Notification

Date: [Insert Date]

To: [Teacher's/Principal's Name]

[School's Name]

[School's Address]

Dear [Teacher's/Principal's Name],

I am writing to inform you that my child, [Child's Name], a student in [Grade/Class Name], was unable to attend school from [Start Date] to [End Date] due to a recent bereavement in our family. We lost [Relationship to Child, e.g., grandmother, uncle] on [Date of Passing], and it has been a difficult time for us.

Please excuse their absence during this period. We appreciate your understanding and support as we navigate through this challenging time.

If you need any further information or documentation, please do not hesitate to let me know.

Thank you for your kind consideration.

Sincerely,

[Your Name]

[Your Contact Information]