

Dear Professor [Last Name],

I hope this message finds you well. I am writing to inform you that I will be unable to attend class and complete my assignments due to a recent bereavement in my family. My [relation, e.g., grandmother, uncle] passed away on [date], and I will be attending the funeral and related ceremonies.

I understand the importance of my coursework and am committed to catching up on any missed lectures and assignments. I would greatly appreciate your understanding during this challenging time.

Thank you for your consideration. I will keep you updated on my situation and hope to return to class soon.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Course Name/Code]

[Your Contact Information]