

School Absence Request for Bereavement

Date: [Insert Date]

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

[School's Name]

[School's Address]

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

I am writing to formally request a leave of absence for my child, [Child's Name], who is in [Grade/Class Name], due to a bereavement in our family. [He/She/They] will need to be excused from school starting from [Start Date] to [End Date].

This is a difficult time for our family, and we appreciate your understanding and support as we navigate through this loss. We will ensure that [Child's Name] keeps up with any missed assignments and schoolwork during [his/her/their] absence.

Thank you for your attention to this matter. If you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]