

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you that my child, [Child's Name], a student in [Grade/Class], was unable to attend school on [Date of Absence] due to a funeral service for a close family member.

The family was deeply affected by this loss, and it was important for us to gather and support one another during this difficult time.

We kindly request that you excuse their absence and provide any necessary assignments or materials that they may have missed.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]