

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] at [School Name], will be unable to attend school from [Start Date] to [End Date] due to a bereavement in our family.

We appreciate your understanding during this difficult time.

Thank you for your support.

Sincerely,

[Your Name]

[Your Contact Information]