

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to formally request a leave of absence for my child,
[Child's Name], a [grade/class] student at [School's Name], due to a
recent bereavement in our family.

Unfortunately, we have lost [relation, e.g., grandmother, uncle] on [date
of passing]. In light of this event, we believe it is essential for
[Child's Name] to take time to grieve and attend the memorial services.
We kindly request leave from [start date] to [end date]. We will ensure
that [Child's Name] stays updated with school assignments and lessons
during this time.

Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Name]

[Your Relationship to the Child]