

Dear Mr./ Mrs./ Ms. [Insert the name of whomsoever it is concerned to]

SUB: [Insert the subject concerned to the letter]

Greetings of the day!

I am writing this letter for [insert the name of the concerned person] holding the Reg ID: [Insert the register ID of the concerned person]; to let you know that [he/ she] would be requiring a leave of absence dated from [insert the start date of the leave taken in DD- MM- YYYY] to [insert the end date of the leave taken in DD- MM- YYYY], i.e. a period of [insert the period of the leave taken] days/weeks.

The concerned authorities of the school were aware prior that [insert the name of the concerned person]'s guardian was a patient of [insert the name of a concerned illness]. However, the guardian had serious complications in [his/her] health, leading to [his/ her] demise.

It was an unpredictable circumstance for the child, and [he /she] would not be emotionally fit to attend classes for a few days. Thus, I would want to put forward this plea to you to kindly grant [insert the name of the concerned person] the permission for [his/ her] absence for a period of [insert the period of the leave taken] days/weeks.

I would greatly appreciate your understanding of the sensitivity of the circumstances behind this leave request, and grant [insert the name of the concerned person] permission for the same.

Thank you very much!

Sincere Regards,

[Insert the Full Name of the Sender]

[Insert the relationship with the student]

[insert the contact details]