Leave Letter for School due to Grandfather's Death

[Your Name]
[Your Class/Grade and Roll Number]
[School Name]
[School Address]
[City, State, ZIP Code]
[Date]

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

Subject: Leave Application Due to Grandfather's Demise

Respected Sir/Madam,

I hope this letter finds you well. It is with a heavy heart that I write to inform you about the sad demise of my grandfather. I am writing to request a leave of absence from school to attend his funeral and be with my family during this difficult time.

Event Details:

- **Date of Leave:** [Start Date] to [End Date]
- **Funeral Date:** [Grandfather's Funeral Date]
- **Venue:** [Funeral Venue]

I kindly request your understanding and approval for this leave. I understand the importance of regular attendance and assure you that I will make every effort to catch up on any missed assignments or lessons during my absence. I will also coordinate with my classmates to ensure minimal disruption to the class.

I have attached a copy of the death certificate and any other necessary documentation for your reference.

I kindly request your consideration during this challenging time. I assure you that I will resume classes on [Return Date] and strive to maintain exemplary attendance thereafter.

Thank you for your understanding and support.

Sincerely,

[Your Full Name]
[Your Class/Grade and Roll Number]