

## **Excuse Letter for Being Absent Due to Death in Family**

To,  
The principal,  
[School Name],  
[Address]

[Date]

Subject: Excuse Letter for Being Absent

Respected Sir/ Madam,

I regretfully inform you of the death of a close family member last night. The funeral will take place in the coming days, and I will be joining the rest of my family members. Because of this, I will not be able to come into work today.

I am requesting 5 days leave from today, [date] until [date] inclusive. I understand that there may be some pending work to attend to, but I promise to clear it as soon as possible upon my return on [day, date].

Yours truly,

[Signature],  
[Name],  
[Roll Number]