

Letter of Bereavement

Month / Day / Year

To the Principal
Gyosei International Primary School

I / We am / are writing to inform you that our child

_____ (Child's full name),

Grade_____Class Number_____was absent / will not come to school

on (month) _____ (day) _____ (year) _____,

to attend funeral of a family member / relative who passed away.

Sincerely yours,

Parent's Name / Signature