

Bereavement Leave Request Letter

Subject: Bereavement Leave Request

Dear [Principal/Counselor's Name],

It is with heavy hearts that I must inform you of the passing of [Student's Name]'s [relationship to deceased] and request bereavement leave from [Start Date] to [End Date].

Our family needs this time to grieve, attend funeral services, and support each other during this difficult period. [Student's Name] was very close to [deceased's name] and requires time to process this loss.

We would appreciate the school's understanding and any counseling support that may be available upon [Student's Name]'s return. Please let us know how we can work together to ease the transition back to school.

Thank you for your compassion during this challenging time.

Sincerely,

[Your Name]

[Contact Information]

[Date]

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