Your Name

[Street Address]

[City, ST ZIP Code]

[Date]

[Teacher’s Name]

[Grade and room number]

[School Name]

Dear [Teacher’s Name]:

My daughter Aliza missed her school on Wednesday due to the sudden death of her grandfather. She was very close to her grandfather and the news of his sudden death saddened her. I and my husband thought it would be good if she stays back home.

I request you to please give her all her missed work for Wednesday so that she may cover it in time. I’ll be highly obliged. Thanking you in anticipation.

Sincerely,

Alex

cc: [Principal’s Name]