

Excuse Letter For School Due to Funeral

Maria Gonzalez

456 Pine Street

Springfield, IL 62704

Email: mgonzalez@email.com

Phone: (555) 123-4567

Date: March 29, 2024

Principal Angela Hart

Springfield Elementary School

789 Education Blvd

Springfield, IL 62704

Dear Principal Hart,

I am writing to inform you of the absence of my daughter, Sofia Gonzalez, a 4th grader in Ms. Johnson's class, from school on April 2nd and 3rd, 2024. We have recently experienced the loss of a close family member, and will be attending the funeral and related family gatherings out of town during this time.

We understand the importance of Sofia's attendance and her commitment to her education. However, we believe it is essential for her to be with family to mourn and pay our respects during this difficult time. We kindly request your understanding and any assistance in coordinating with her teachers to make up for any missed assignments or tests upon her return.

Sofia will be prepared to resume her school responsibilities and catch up on any work she has missed starting April 4th, 2024. Please let us know if there are any specific requirements or forms we need to complete due to her absence.

Thank you very much for your understanding and support during this challenging period. If you need to reach me for further information or any discussion, please do not hesitate to contact me at the phone number or email address provided above.

Sincerely,

Maria Gonzalez