

Basic school Leave letter sample

To,
The Principal,
School Name,
School Address

Date:

Subject - Application for attending a funeral

Respected Sir/ Madam,

My name is [Your Name], a student of Class [Your Class], Section [Your Section], Roll No. [Your Roll Number]. My grandfather passed away last night and I must attend his funeral in my hometown.

I request you to kindly grant me leave from [start date] to [end date]. I assure you that I will complete the missed lessons upon resuming school.

Thanking you,

Yours truly,

[Your Name]

Knowledgeum Academy one of the [Best IB schools in Bangalore](#) backed by JAIN Group, an education provider in India having 30 years of legacy. It is a place where the mind and heart come together for an immersive learning experience. At Knowledgeum Academy, the learners will be provided with an engaging environment that is highly stimulating, interactive, and reflective. Our founders - Dr. Chenraj Roychand, also the Founder Chairman of JAIN Group and Chancellor of JAIN (Deemed-to-be University), and Ms. Aparna Prasad, also the Director of Communications and Human Resources at JAIN Group and JAIN (Deemed-to-be University) had a vision of making experiential learning a reality wherein the learners get practical knowledge and proficiency; thus Knowledgeum Academy was started.