**From**,

{{ fname|capitalize }} {{ lname }}

{{ your\_roll\_number }}

{{ your\_course\_and\_year }}

{{ college }}

{{ date }}

**To**,

{{ principal }}

{{ designation }}

{{ college }}

Dear {{ class\_guide }} ,

Subject: Request for Leave of Absence.

I am writing to inform you of a recent bereavement in my family. Due to this unexpected loss, I am requesting a bereavement leave of {{ number }} days, starting from {{ start\_date }} to {{ end\_date }}.

During this difficult time, I will need to attend to necessary arrangements and be with my family. I have already made arrangements to ensure my academic responsibilities are met during my absence.

I appreciate your understanding and support during this challenging period.

Sincerely,

{{ fname|capitalize }} {{ lname }}