**To Date:**  
The Principal,  
School name,  
City name.

Sub: Leave request for \_\_ day.

Respected Sir/Madam,

I am sad to inform you that my grandmother/grandfather is passed away, so I cannot come to the school today.

So kindly grant me leave for today i.e. on **[date]**.

Thanking you.

Yours faithfully,  
Class,  
Section,  
Roll number.