

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a bereavement leave due to the passing of my [relationship, e.g., mother], [Name of the deceased], who passed away on [date of passing]. I would like to request leave from [start date] to [end date] to attend the funeral and make necessary arrangements.

I understand the importance of my role and will ensure that my responsibilities are handled before my departure. I will be available via email or phone for any urgent matters.

Thank you for your understanding during this difficult time. I appreciate your support and consideration.

Sincerely,

[Your Name]