

[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 leave of absence due to the recent loss of my [relation, e.g., mother, grandfather, etc.]. This has been an incredibly difficult time for me and my family, and I need some time to mourn and make necessary arrangements.

I would like to request leave starting from [start date] to [end date]. I assure you that I will do my best to ensure a smooth transition of my responsibilities during my absence. I can make arrangements to hand over urgent tasks to my colleagues.

Thank you for your understanding and support during this difficult time. Please let me know if you need any further information.

Sincerely,

[Your Name]