

[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 time off due to the recent passing of my [relationship to deceased, e.g., grandmother, uncle]. The loss has been devastating for me and my family, and I would appreciate the time to grieve and attend the necessary memorial services.

I kindly request leave from [start date] to [end date]. I will ensure that my responsibilities are managed before my departure and will remain accessible via email or phone for any urgent matters.

Thank you for your understanding during this difficult time. I look forward to your support.

Sincerely,

[Your Name]