

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Leave Application Due to Loss of a Loved One**

Dear [Manager's Name],

I am writing to formally request a leave of absence due to the unfortunate passing of my [relation, e.g., mother, father, etc.]. This is a difficult time for me and my family, and I need to be with them to provide and receive support.

I would like to request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are managed before my leave and will be available for any urgent matters via email or phone.

Thank you for your understanding and support during this challenging time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]